

CONROY CATERING EMPLOYMENT APPLICATION

Position(s) Applied For:	Date of Application	
--------------------------	---------------------	--

Last Name:	First Name:	Middle Initial:
------------	-------------	-----------------

Current Address:	City:	State:	Zip Code:
------------------	-------	--------	-----------

Telephone Number:	Telephone Number (Alternate):	Email Address:
-------------------	-------------------------------	----------------

Please indicate the number of hours per week you wish to work:	Hourly Wage Expected:
--	-----------------------

Please indicate the days and hours your are available for work:

When are you available to begin employment?

How did you hear of the job opening? Please check all that apply.

Help Wanted Ad in Newspaper (please indicate name _____)

Referred by CC, Inc. employee (please indicate his/her name: _____)

Job Vacancy Bulletin at School (please indicate name: _____)

Other (please indicate source): _____

Have you ever applied for a position with Conroy Catering in the past? ___Yes ___No

List dates you were employed .	From	To
--------------------------------	------	----

What was your reason for leaving?

Are you 16yrs of age or older? If you are under 18, you may be limited to what position you can hold regarding the service of alcohol by minors due to PLCB laws

Are you 18yrs of age or older? If you are under 18, you may be limited to what position you can hold regarding the service of alcohol by minors due to PLCB laws

Are you a US Citizen? If no, what is your current visa or immigration status?

Have you ever been convicted of a crime or have you ever pled "nolo contendere" or been granted deferred adjudication within the last 10 years? _____

You may omit violation for which you paid only a fine of \$50.00 or less.

Please list all offenses and state the date of the incident, type of crime, name of the court, and disposition.

For Valet Parking applicants only:

Do you have a valid PA driver's license?

Is your driving record free of moving violation, license suspensions, etc. for the last three years?

If no, please explain violations.

Are you experienced in driving manual transmission automobiles?

For EVENT STAFF (servers, dishwashers, valet, coatcheck, greeters) applicants only:

Are you physically capable of working an 8-10 hour shift on your feet?

Are you physically capable of lifting up to 30 pounds (such as a case of wine)?

Are you physically capable of lifting up to a 20 pound tray on one hand above your shoulder?

SPECIAL SKILL - Please inform us of any special skills you possess.

REFERENCES - Provide persons whom you are not related and by whom you have not been employees.

First & Last Name	First & Last Name
Address	Address
City, State	City, State
Telephone Number	Telephone Number
How do you know one another?	How do you know one another?

EMPLOYMENT HISTORY - Please provide the most recent employment experiences.

Employer Name	Employer Name
Address	Address
City, State	City, State
Phone #	Phone #
Dates employed	Dates employed
Supervisor Name	Supervisor Name
Position	Position
Reason For Leaving	Reason For Leaving

Employer Name	Employer Name
Address	Address
City, State	City, State
Phone #	Phone #
Dates employed	Dates employed
Supervisor Name	Supervisor Name
Position	Position
Reason For Leaving	Reason For Leaving

EDUCATIONAL BACKGROUND

High School	Graduate School
City, State	City, State
Diploma Earned?	Diploma Earned? # of Credits
Currently Enroll?	Currently Enrolled?
If yes, Full or Part time?	If yes, Full or Part Time?
College/Technical School	Major
City, State	
Diploma Earned?	
Currently Enrolled?	
If yes, Full or Part Time?	
Major	

PLEASE READ CAREFULLY BEFORE SIGNING:

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment and agree to hold Conroy Catering, Inc. harmless from any information obtained. I understand that omission or or misrepresentation of facts will be sufficient cause for the cancellation of consideration for employment or dismissal, if I have been employed.

If hired, I understand that I am required to abide by all rules and regulations of Conroy Catering, Inc.

If hired, I understand that my employment will be conditional based upon the successful completion of the following:

- Motor Vehicle Record Inquiry – Employees who will be expected to drive in the course of performing their job duties must have a driving record that is at a standard acceptable to the insurance company used by Conroy Catering.
- Physical – Good health is important for your personal well-being as well as your effectiveness on the job. Some positions require a physical exam. Conroy Catering will pay for the cost of the physical at its designated work health center. The exam's purpose is to ensure that you are physically able to perform your job duties.
- Criminal Background Check - Prospective employees may be subject to a criminal background check. Persons with a history of violent crime or theft or guilty of false statements on their application may be excluded from further consideration for employment. Such incidences will be reviewed and acted upon on a case-by-case basis.
- Proof of Certificates and Licenses – Where required by job description, evidence must be provided that certifications and licenses exist and are current as applicable by Federal, State, and local laws and regulations.
- Pennsylvania Application for Employment Certificate or Transferable Work Permit – Employees under the age of 18 must complete this form and obtain the signature of a parent or legal guardian before they can be hired. Child labor laws restrict the number of hours and days a minor is eligible to work.

APPLICANT SIGNATURE: _____ DATE OF APPLICATION: _____

FOR INTERVIEWER/OFFICE USE ONLY		
Position:	Wage:	