

THE MAD HATTER'S CAFÉ AND BAKE SHOP

1802 West Main Street, Durham, NC 27705

Phone (919) 286-1987 / Fax (919) 416-9624

APPLICATION FOR EMPLOYMENT

(Please Print)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

Date of Application: _____

I. PERSONAL INFORMATION

_____	_____	_____
Last Name	First	Middle

Present Address		

_____		_____
Social Security Number		Telephone

Federal Law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Position Applied For: _____

1. How did you find out about The Mad Hatter's?

2. Have you ever been convicted of a felony? Yes No If yes, please explain.

3. Are you a United States citizen? Yes No If no, are you eligible for work in the United States? Please explain.

4. Are you a veteran of the armed forces? Yes No If yes, please give dates of enrollment and type of discharge.

5. Are you 18 years of age or older? Yes No If no, please state age _____.
6. Do you have any physical limitations that would prevent you from performing your duties at The Mad Hatter's? Yes No If yes, please explain.
7. Do you have reliable transportation? Yes No
8. Do you have a valid NC driver's license? Yes No If applying for the delivery position, please provide NC driver's license number _____.

II. PERSONAL INTERESTS

1. What are your hobbies?
2. Considering your past jobs, what would you say you liked most about them? What did you like least?
3. Why would you like to work for The Mad Hatter's Café and Bake Shop?
4. Do you enjoy working with the public in a service capacity? Yes No
5. Our employees will be required to wear uniforms, does this pose a problem? Yes No
6. Place a check by the items which you have had previous experience.
 - Running a cash register
 - Operating an espresso machine
 - Scooping ice cream
 - Selling baked goods
 - Driving a delivery van

List any other skills you possess that you think may relate to those needed at The Mad Hatter's.

III. WORK AVAILABILITY

- 1. If your applications receives favorable consideration, when will you be available to begin work? _____
- 2. Do you have any objection to working overtime? ___ Yes ___ No
- 3. Can you work overtime without prior notice? ___ Yes ___ No
- 4. Can you work on Saturday? ___ Yes ___ No
- 5. Can you work on Sunday? ___ Yes ___ No
- 6. Can you travel if required by this position? ___ Yes ___ No
- 7. What hours are you available for work? ___ Yes ___ No
- 8. Which do you prefer? ___ Part-time ___ Full time If part-time, how many hours a week do you wish to work? _____

IV. SALARY / HOUR RATE REQUIREMENTS

If your application receives favorable consideration, what salary/hourly rate would you require?
Salary _____ Hourly _____

V. EDUCATIONAL HISTORY

	School Name/Location	Years Completed/Degree/Diploma
High School	_____	_____
College	_____	_____
Tech. Training	_____	_____
Other	_____	_____

VI. EMPLOYMENT RECORD

Please include all employment for the last five years.

1. _____
Current/Most Recent Employer (Company Name)

Position Held	Wage/Salary
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Address	Dates Employed
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Manager/Supervisor	Phone Number
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Reason for Leaving

2. _____
Previous Employer (Company Name)

Position Held	Wage/Salary
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Address	Dates Employed
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Manager/Supervisor	Phone Number
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Reason for Leaving

3. _____
Previous Employer (Company Name)

Position Held	Wage/Salary
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Address	Dates Employed
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Manager/Supervisor	Phone Number
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Reason for Leaving

Note: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion.

Employer's Name	Reason for Exclusion
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Employer's Name	Reason for Exclusion
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