

Colby Jack Café & Bakery
9700 El Camino Real # 104, Atascadero, CA 93422 (805) 460-6455

Application for Employment

Colby Jack Café & Bakery, an Equal Opportunity Employer

Please Print Clearly and Complete All Items

Personal Information: Date _____
Name _____ SS # _____
Telephone # _____
Address _____
City, State _____ Zip _____

Age (check one): Under 16 _____ 16 or 17 _____ 18 or over _____
Is your citizenship or status such that you can lawfully work in the U. S.? Yes No
How did you learn of our business? _____

Employment Desired:

Position/s applying for: _____
Date you can begin: _____ Salary Desired _____
Are you currently employed? Yes No
If yes, may we contact employer? Yes No
Employment Sought: Full Time Part Time

Days & Hours Available to Work:

	MON	TUE	WED	THU	FRI	SAT	SUN
FROM							
TO							

References: Give the names of three persons not related to you who are familiar with your work related skills

Name	Phone	Address	Business	Years Known

Education:	Name & Location	Years Completed	Graduated	Degree Received
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	

General Information

Why are you interested in becoming an employee with Colby Jack Café & Bakery? _____

Have you ever been convicted of a felony or misdemeanor? Yes No

Important: Do not answer "yes" to this question if: 1) the record for the conviction has been sealed, expunged or statutorily eradicated; or 2) the conviction relates to an offence for which you were referred to, and participated in, any pre-trial or post-trial diversion program; or 3) the conviction related to a misdemeanor for which probation has been successfully completed or otherwise discharged and the case has been dismissed; or 4) the conviction related to a marijuana-related misdemeanor that occurred more than 2 years ago.

If "Yes", please state the date of conviction, the county & state, and the nature of the offence: _____

A "Yes" answer does not automatically disqualify an applicant from further consideration for employment. Please explain a yes answer fully so that individual circumstances can be considered.

Employment History: List below your last three employers, the most recent first.

Company #1	Address:	Phone Number:
Dates employed from: From: To:	Rate of Pay:	Supervisor:
Job Title:	Duties:	Reason for leaving:
Company #2	Address:	Phone Number:
Dates employed from: From: To:	Rate of Pay:	Supervisor:
Job Title:	Duties:	Reason for leaving:
Company #3	Address:	Phone Number:
Dates employed from: From: To:	Rate of Pay:	Supervisor:
Job Title:	Duties:	Reason for leaving:

Read Carefully Before Signing

I certify that all of my answers in the Employment Application are true and complete to the best of my knowledge, and I understand that this application will remain active for thirty (30) days only.

I authorize the company investigate and verify my answers and I give the company permission to contact schools, previous employers, references, and other in its investigation. I release both the company and the party providing the information from any liability for this purpose. I also release the Company from any liability for providing information about my reemployment record to any prospective employer, government agency, or other party having a legal or proper interest.

I understand that any false or misleading answer in the Employment Application or other pre-employment inquiry is grounds for rejection of my application or immediate termination if I have been employed.

If employed, I will comply with all company policies and rules found in any company manual, employee handbook, or other communication from the company. I understand the company may change its policies and rules in the future without giving notice to me.

I agree not to use or disclose outside my employment with the company any confidential information, trade secret, or proprietary information, whatever its form, obtained in connection with my employment with the company.

I understand that employment with the company will be TERMINABLE AT Will. That no employment contract will be valid unless made in writing and signed by the owner of the company, and that my employment may be ended at any time, for any reason, by me or the company.

I HAVE READ AND UNDERSTAND THE ABOVE.

Date _____

Applicant Signature _____