



## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

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Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

How long \_\_\_\_\_

Cell# ( ) \_\_\_\_\_ If under 18, please list age \_\_\_\_\_

email \_\_\_\_\_

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### EMPLOYMENT DESIRED

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Position applying for \_\_\_\_\_ Days/hours available to work: \_\_\_\_\_

Salary desired (\$/hr) \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work evenings? \_\_\_\_\_

When are you available to start work? \_\_\_\_\_

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### EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional or Graduate School				

## WORK EXPERIENCE

Please list your work experience for the last five years beginning with your most recent job held. If you were self-employed, please give firm name. Attach additional pages if necessary or attach resume

Name of Employer	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Address City, State Zip Phone number	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company			

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company			

What other qualities, skills, or experiences do you have that might be helpful when working at Sweet Velvet Macarons? Includes any baking, cake/cupcake/cookie decorating or design work, event planning or other creative background

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What personality traits do you have that would be an asset to the Sweet Velvet Macaron team?

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Are you currently employed?  
May we contact your present employer?

Have you ever been convicted of a felony?  
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently these offense(s) was/were committed, sentence(s) and type(s) of rehabilitation \_\_\_\_\_

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Have you ever been in the armed forces?  
Specialty \_\_\_\_\_ Date entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

Are you now a member of the National Guard?  
If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in this country?

Are you able to perform the essential functions and duties of the job for which you are applying?  
If not, please describe the functions or duties you are unable to perform \_\_\_\_\_

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## REFERENCES

Please list below 3 people not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years

Name		Occupation
Company name		Address
Telephone	Email	Years acquainted

Name		Occupation
Company name		Address
Telephone	Email	Years acquainted

Name		Occupation
Company name		Address
Telephone	Email	Years acquainted

# APPLICATION FORM WAIVER

Please read each closely, initial each, and sign below

<p>I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.</p>
<p>I hereby authorize Sweet Velvet Macarons to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to Sweet Velvet Macarons any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I hereby release Sweet Velvet Macarons, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.</p>
<p>I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and Sweet Velvet Macarons, other than one that is "at will." I understand and agree that if I am employed, my employment will be of an "at will" nature, whereby either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice. I further understand that my employment, if hired, is for no definite or determinable period of time and may be terminated at any time, at the option of either myself or Sweet Velvet Macarons, and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by me and the company's designated representative.</p>

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Sweet Velvet Macarons is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with Sweet Velvet Macarons depends solely on your qualifications.

**Thank you for completing this application form and for your interest in our company!**

