

Employment Application Form

Modern China Cafe (MCC) is an Equal Opportunity Employer



MODERN CHINA

Date of Application:

Position:

Employment Type:

		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Contract
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Personal Information

First Name:	Middle Name:	Last Name:
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Address:

Phone:

Email:

D.O.B:

Expected Number of Work Hours Per Week:

Please indicate the shifts you'd be AVAILABLE to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day Time:							
Night Time:							

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the essential functions that cannot be performed:

(Note: We comply with the ADA/FEHA and will provide reasonable accommodations as required by law)

Employment History

List below all present and past employment starting with your most recent employer.

You must complete this section even if attaching a resume.

Name of Employer:	Date of Employment: From _____ to _____
Address:	Position:
Supervisor:	Phone Number:
Can we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Leaving:	
Duties Performed:	

Name of Employer:	Date of Employment: From _____ to _____
Address:	Position:
Supervisor:	Phone Number:
Can we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Leaving:	
Duties Performed:	

Employment History (continued)

Name of Employer:	Date of Employment: From _____ to _____
Address:	Position:
Supervisor:	Phone Number:
Can we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Leaving:	
Duties Performed:	

Educational Background

Your Completed Highest Education: <input type="checkbox"/> Masters or Higher <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Associates Degree <input type="checkbox"/> Vocational School <input type="checkbox"/> High School		
School Name:	Major:	Year of Graduation:
Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Modern China Café? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>If yes, please explain:</i>		

References

List below up to 3 persons not related to you who have knowledge of your work performance within the last 5 years.

First Name:	Last Name:	Email:	Phone:
Position Title/Occupation:		# Yrs. Acquainted:	
First Name:	Last Name:	Email:	Phone:
Position Title/Occupation:		# Yrs. Acquainted:	
First Name:	Last Name:	Email:	Phone:
Position Title/Occupation:		# Yrs. Acquainted:	

Initials: 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 or reviewed the contents and certify the accuracy and truth. I understand that any omission or misstatement of material fact on this application or on any 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.

Initials: I hereby authorize Modern China Café to thoroughly investigate my reference, work record, education and other matters related to my suitability for employment unless otherwise specified above. I authorize the reference I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, 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 disclosure.

Initials: I understand that nothing contained in the application, or conveyed during any interview or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is "at-will" and is for no definite or determinable period and that my employment may be terminated at any time, with or without prior notice, by either myself or the Company, and that no promises or representations contrary are binding on the Company unless made in writing and signed by me and the Company's designated representative.

Initials: In compliance with Federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Initials: I understand that if hired, I will not be guaranteed a fixed work schedule. Scheduled days and hours will be assigned in Modern China Cafe's discretion.

Print Your Name

Signature & Date