



## EMPLOYMENT APPLICATION FORM

### SECTION 1: PERSONAL INFORMATION

Name:		Date of Birth:	
Social Security No:		Referred by:	
Present Address:			
Permanent Address:			
Phone No:		Email Address:	

### SECTION 2: EMPLOYMENT DESIRED

Position Applied For:		Date You Can Start:	
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Are You Employed Now? ☐ Yes ☐ No

If so, may we inquire of your present employer? ☐ Yes ☐ No

Have you ever applied to this company before? ☐ Yes ☐ No

If yes, when: \_\_\_\_\_

**Weekly Availability**

Monday: Open \_\_\_\_\_ Close \_\_\_\_\_

Tuesday: Open \_\_\_\_\_ Close \_\_\_\_\_

Wednesday: Open \_\_\_\_\_ Close \_\_\_\_\_

Thursday: Open \_\_\_\_\_ Close \_\_\_\_\_

Friday: Open \_\_\_\_\_ Close \_\_\_\_\_

Saturday: Open \_\_\_\_\_ Close \_\_\_\_\_

Sunday: Open \_\_\_\_\_ Close \_\_\_\_\_

### SECTION 3: EDUCATION HISTORY

#### HIGH SCHOOL

Name & Location	Years Attended	Diploma

#### COLLEGE

Name & Location	Years Attended	Degree

#### TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL

Name & Location	Years Attended	Degree

### SECTION 4: GENERAL INFORMATION

#### Craft Beer / Wine / Bar Knowledge

Craft Beer Knowledge & Favorites:

Wine Knowledge & Favorites:

Cocktail / Mixology Knowledge & Favorites:

**Final Questions: Why do you want to work at FIRST-N-FLIGHTS?**

**Describe a time you gave exceptional guest service:**

U.S. Military Service:

☐ Yes

☐ No

## SECTION 5: WORK EXPERIENCE

NAME & ADDRESS	DATES EMPLOYED	POSITION	REASON FOR LEAVING

**SECTION 6: REFERENCES (Minimum 3)**

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

**SECTION 7: ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK****APPLICANT STATEMENT**

- ☐ An acknowledgment of the truthfulness of the information provided.
- ☐ Consent for the employer to conduct background checks.
- ☐ Understanding of employment at-will, if applicable.

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Signature of Applicant

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Date

OFFICIAL USE ONLY	
INTERVIEWER'S REMARKS	
Date:	Interviewed by:
Recommendation:	
APPROVALS	
<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>           Employment Manager Signature         </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>           Date         </div> </div>	

**Instructions for Applicants:**

- Fill out all sections completely and accurately.
- Use additional sheets if necessary to provide complete answers.
- Sign and date the application.

**Submission:**

Return the completed application to the HR department or the location specified in the job posting.