

Application for Employment

APPLICANT SCREENING PROCEDURES FOR POSITIONS WITHIN

CARLETON GRANGE PUB OPERATED BY HOLLOWAY ROAD, LLC.

It is important that you know:

1. Applications are accepted at any time and kept on file for 6 months.
2. Not all job applicants are called for interviews. Only those who follow instructions for filling out the written job applications completely, who meet all the job qualifications, and who are among the best potential candidates for any position are contacted.
3. A detailed work reference check and criminal background check could be undertaken prior to extending a job offer and additionally as necessary, a credit reference check and a DMV driving record check may be undertaken.
4. If you need an accommodation in order to perform the essential job functions please describe your need(s) in the space provided.
5. Carleton Grange Pub is an equal opportunity employer.

NOTE: Your signature is required on your completed job application.

CARLETON GRANGE PUB – OPERATED BY HOLLOWAY ROAD LLC.

3807 South Packard Avenue • St. Francis, WI 53235 • Phone (414) 747-9669

Application for Employment

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION, ATTACH SEPARATE SHEET FOR ANY ADDITIONAL INFORMATION

PLEASE PRINT

Applicant's Name _____ **Date Applied** _____
 Street Address _____ Home Phone _____
 City • State • ZIP _____ Mobile Phone _____

Position Applied For _____ Resume Attached PLEASE KEEP THIS CONFIDENTIAL
 Hours Available (check all that apply) Full Time Part Time Other _____

| | | | | | | |
|--------|---------|-----------|----------|--------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| | | | | | | |

Are you a U.S. Citizen? Yes No
 If No, are you entitled to work in the U.S.A. according to the requirements of the Immigration Reform and Control Act of 1986? YES NO

Explain: _____

High School _____ **Graduated:** YES NO **GED:** YES NO

| | FROM | TO | DEGREE |
|------------------------|------|----|--------|
| College | | | |
| University | | | |
| Graduate School | | | |

Additional Education and/or Training

Clerical/ Mechanical Skills

Knowledge Skills & Other Activities

Professional Memberships & Other Activities

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EXPERIENCE

START WITH YOUR CURRENT POSITION. Give separate treatment to each position held.

Account for major periods of unemployment in separate blocks. In your description of duties, include the most important knowledge, skills and abilities related to the job. Describe experiences related to the position applied for.

| | |
|---------------------------------------------------------------|---------------------------------------|
| Name of Employer _____ | Date From _____ To _____ |
| Address _____ | |
| City • State • ZIP _____ | |
| Telephone: _____ Average Hours Worked/Week _____ Salary _____ | |

Job Title and Description of Responsibilities and Duties

Reason for Leaving

May we contact this employer for Reference?

YES; Supervisor's Name _____ No; Explain: _____

| | |
|---------------------------------------------------------------|---------------------------------------|
| Name of Employer _____ | Date From _____ To _____ |
| Address _____ | |
| City • State • ZIP _____ | |
| Telephone: _____ Average Hours Worked/Week _____ Salary _____ | |

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Have you been convicted of a crime(s) within the last 7 years? YES NO

If yes, give date(s)

Explain the nature of the conviction:

I have read all of the information on the preceding page and understand as indicated by my signature below.

If you need accommodation in order to perform the essential job functions and/or to take the preliminary screening please describe your need(s) in the space provided.

By signing this application I certify that the information is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information. Falsification is cause for rejection of application or dismissal.

Applicants Signature: _____ Date: _____

Transcripts and references may be requested.