# Harvest Moon CAFE



### Employment Application

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | First | | | |  | | | | | M.I. | | | | | | Date | |  | |
| Street Address | | | |  | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | |  | |
| City | | | | | | | | | | | | | | | State | | Zip Code | | | | | |  | | | |  |
| Phone |  | | | | | | | | | | | | | E-mail Address | | | |  | | | | | | | | | |
| Date Available | | | |  | | | | | | | Social Security No. | | | | |  | | | | | | Desired Salary | | |  | | |
| Position Applied for | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Have you ever worked for this company? | | | | | | | | | | YES | | NO | | | | If so, when? | | | |  | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | YES | | NO | | | | If yes, explain | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **High School** | |  | | | | | | | | | | Address | | | |  | | | | | | | | | | | |
| From |  | | | | To | |  | Did you graduate? | | | | YES | | | | NO | | | Degree | |  | | | | | | |
| **College** |  | | | | | | | | | | | Address | | | |  | | | | | | | | | | | |
| From |  | | | | To | |  | Did you graduate? | | | | YES | | | | NO | | | Degree | |  | | | | | | |
| **Other** |  | | | | | | | | | | | Address | | | |  | | | | | | | | | | | |
| From |  | | | | To | |  | Did you graduate? | | | | YES | | | | NO | | | Degree | |  | | | | | | |

|  |  |  |
| --- | --- | --- |
| **AVAILABILITY** | |  |
| **DAYS** | **HOURS** |  |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |
| SUNDAY |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | |
| **Company** | |  | | | | | | | Phone | ( ) | |
| Address | |  | | | | | | | Supervisor |  | |
| Job Title | |  | | | | | Starting Salary | | $ | Ending Salary | $ |
| Responsibilities | | | |  | | | | | | | |
| From |  | | | To |  | Reason for Leaving | |  | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | YES | NO |  | |
| **Company** | |  | | | | | | | Phone | ( ) | |
| Address | |  | | | | | | | Supervisor |  | |
| Job Title | |  | | | | | Starting Salary | | $ | Ending Salary | $ |
| Responsibilities | | | |  | | | | | | | |
| From |  | | | To |  | Reason for Leaving | |  | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | YES | NO |  | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | |
| I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete. I also agree that any false information, misrepresentations, or omissions may disqualify me from further consideration for employment and may result in discipline or dismissal if discovered at a later date.  I authorize this company to investigate all statements contained in this application, including disciplinary records of any former employers, police departments, and other references or sources concerning me. I authorize all such references and sources to release this information without liability for damage incurred in giving it. I waive any written notice of the release of such records that may be required by state or federal law.  Should I receive a conditional off of employment, I agree to submit to any physical and /or psychological medical examination. I further authorize any physician or entity conducting such medical examination to release the results of such examination to Harvest Moon Café.  I also understand that if I have a protected disability that affects my ability to do the job I seek, I may ask Harvest Moon Café to attempt to make a reasonable accommodation for it. I must make my request in writing to the personnel department as soon as possible, and under the Michigan Persons with Disabilities Civil Rights Act, such notice must be given no later than182 days after the date I know or reasonably should know that accommodation is needed.  I hereby give my consent for Harvest Moon Café, through an authorized testing service of its choice, to collect blood, urine or saliva samples from me and to conduct any other necessary medical tests to determine the presence of alcohol, drugs or controlled substances, and I hereby release Harvest Moon Café from any liability arising out of such test or its results. Further, I give my consent for the release of the test results and other relevant medical information to authorized Harvest Moon Café management for appropriate review. If I am accepted for employment by Harvest Moon Café, I hereby consent to be tested in the above manner during my employment when, in the Company’s judgment, such testing is appropriate, and I acknowledge that remaining free of illegal drug use and complying with Company’s substance abuse policy is a condition of my employment.  I understand that all employees of Harvest Moon Café are employed on an indefinite basis and are subject to termination at any time, with or without prior notice, discipline or warning, for any or no reason. No person other than the President of Harvest Moon Café has authority to offer employment for any specified period or to make any contract contrary to the foregoing. Moreover, no such agreement by the President will be enforceable unless it is in writing, pertains specifically to me and is signed by the President. | | | | | | | | | | | |
| Signature | | |  | | | | | | | Date |  |