

Now Hiring!

A job application can be your first chance to make a good impression, so make sure it's neat, well-written (no spelling errors!) and complete.

- Ask for two copies of the form. (Or, make a copy later). This way, you can work up a rough draft and make sure the one you turn in is in perfect condition.

- Read through the entire form before you start filling it out.

- Type the form, if possible. It's easier to read and looks more professional.

- Don't leave anything blank. If a section does not apply to you or the job you're seeking, write in N/A (which stands for "not applicable") so that the employer will know you didn't just skip the question!

- Have a resume and a list of other needed information (references, telephone numbers, addresses, dates, etc.) when calling on potential employers just in case you are asked to fill out an application on the spot.

Application for Employment
• Please PRINT all information clearly

Equal Opportunity Employer
M/F/V/D

Have you worked here before? Yes No

Today's Date
Mo. Day Yr.

Can you work:

Full-time Part-time
 Any Shift Day shift only
 Overtime Night Shift only
 Saturday Sunday

Name (Last) First Middle Initial Social Security Number

Street Address City State Zip Code

Give Names, Relationship, Company Location of Relatives Employed by: Area Code & Phone Number

Give Dates, Positions and Company Location if You Were Previously Employed by: Have you attained your 18th birthday?
 Yes No

Position Desired Date Available Salary Expected

What source referred you to us?
 Galls/Aramark Employee (Name) Radio/TV Newspaper Ad Walk-In
 Agency Internet Other

Citizenship: Completion of this section is required for employment consideration.
 Can you upon employment provide proof that you are either a U.S. citizen or an alien who has the legal right to work in the job for which you are applying?
 Yes No

Branch of Military Service Dates of Active Service From To

Type of Specialized Training Received

EDUCATION / SKILLS

School	Location	Course or Major	Degree	
			Type	Diploma GED
College			Yes	No
High School			Yes	No
Craft/Trade			Yes	No

What foreign languages do you speak? Read? Write? Certification/Licensing Type

Foreign countries resided in? Typing W.P.M.

Office Equipment Operated (e.g., Wordprocessor, P.C., etc.)

Bring your Social Security card with you, along with your driver's license and a list of contacts (including all addresses and phone numbers).

Know what you're applying for. If you're not sure of what to put down, ask someone in the company to give you an idea of what titles the company uses for the type of job in which you're interested.

Unless you're willing to be available at any time, don't check them all. Be realistic about when you'll be available for work.

Again, be realistic. But it's okay to write down a salary range ("between \$5.50 and \$8.25 per hour") and save the details for the interview.