

# 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

Today's Date  
Mo. Day Yr.

Have you worked here before?  Yes  No

**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 C

Have you attained your 18th birthday?  
 Yes  No

Area Code & Phone Number

Give Dates, Positions, and Company Location if You Were Previously Employed by C

Position Desired

Date Available

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

Salary Expected

**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

Type of Specialized Training Received Dates of Active Service From To

**EDUCATION / SKILLS**

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

What foreign languages do you speak?

Foreign countries resided in? Read? Certificate/Licensing Type

Office Equipment Operated (e.g., Wordprocessor, P.C., etc.) Write? Typing W.P.M.

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.