

**PALAZZO di BOCCE, INC.**

**EMPLOYMENT APPLICATION**

Federal and state law prohibits discrimination in employment because of race, color, national origin, sex, age, marital status, religion, height, weight, handicap, or veteran's status. Palazzo di Bocce, Inc. is an equal opportunity employer.

**PERSONAL**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number and Street  
\_\_\_\_\_  
City State Zip Code

Telephone No. ( ) \_\_\_\_\_ Today's Date \_\_\_\_\_

**GENERAL INFORMATION**

Position Applied For \_\_\_\_\_ Expected Wage \_\_\_\_\_ per \_\_\_\_\_

Type of employment desired: Full-time \_\_\_\_\_ Temp. \_\_\_\_\_ Part-time \_\_\_\_\_

If currently employed, when can you start work? \_\_\_\_\_

Have you ever been employed by this Company? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Can you perform the duties of the job you have applied for, with or without accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Answering this question will not automatically disqualify you from being hired.)

If yes, when, where, and nature of offense? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any felony charges pending against you? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Answering this question will not automatically disqualify you from being hired.)

If yes, please explain: \_\_\_\_\_

Do you have the right to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give license number: \_\_\_\_\_

Have you ever had your driver's license revoked or suspended for any reason?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give date(s) and reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Military Training: \_\_\_\_\_

Discharge Rank: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Friends or relatives, other than spouse, employed with us: \_\_\_\_\_

\_\_\_\_\_

Who were you referred by? \_\_\_\_\_

Are you available to work: Full Time \_\_\_\_\_ Part-time \_\_\_\_\_

Shift work \_\_\_\_\_ Temporary \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall?

\_\_\_\_\_

If you are currently employed, may we contact your present employer?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, reason(s): \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, national origin or ancestry of its members.

.....  
1. Employer \_\_\_\_\_ Tele. No. \_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Hourly rate/salary: start \_\_\_\_\_ final \_\_\_\_\_

Work performed \_\_\_\_\_

.....  
2. Employer \_\_\_\_\_ Tele. No. \_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Hourly rate/salary: start \_\_\_\_\_ final \_\_\_\_\_

Work performed \_\_\_\_\_

.....  
3. Employer \_\_\_\_\_ Tele. No. \_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Hourly rate/salary: start \_\_\_\_\_ final \_\_\_\_\_

Work performed \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

High School name \_\_\_\_\_ Location \_\_\_\_\_

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

.....

Trade or commercial school or apprenticeship program \_\_\_\_\_

Location \_\_\_\_\_ Certificate(s) \_\_\_\_\_

Major field of training \_\_\_\_\_ GPA \_\_\_\_\_

.....

Undergraduate College/University name \_\_\_\_\_

Location \_\_\_\_\_ Degree/Certificate \_\_\_\_\_

Major field of study \_\_\_\_\_ GPA \_\_\_\_\_

.....

Undergraduate College/University name \_\_\_\_\_

Location \_\_\_\_\_ Degree/Certificate \_\_\_\_\_

Major field of study \_\_\_\_\_ GPA \_\_\_\_\_

.....

Graduate/Professional Education: Where: \_\_\_\_\_

Major field of study \_\_\_\_\_ Degree/Certificate \_\_\_\_\_

.....

Describe any specialized training, skills and extra-curricular activities\*

\_\_\_\_\_

Describe any honors you have received\* \_\_\_\_\_

\_\_\_\_\_

\*Except those which would disclose race, color, religion, national origin or ancestry of its members.



**EMPLOYMENT AT-WILL AND RELEASE CLAUSES**

I HEREBY APPLY FOR EMPLOYMENT WITH PALAZZO di BOCCE, INC., (THE COMPANY) AND SUBMIT THIS INFORMATION CONCERNING MYSELF, WHICH I CERTIFY TO BE TRUE AND CORRECT. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION AND ANY RESUME OR OTHER DOCUMENT(S) SUBMITTED BY ME. I UNDERSTAND AND AGREE THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS GROUNDS FOR DISMISSAL, IF HIRED.

I AUTHORIZE THE EMPLOYERS, SCHOOLS, ORGANIZATIONS AND PERSONS NAMED HEREIN TO FURNISH THE COMPANY ANY INFORMATION THEY HAVE REGARDING ME. I RELEASE ALL SUCH EMPLOYERS, SCHOOLS, ORGANIZATIONS AND PERSONS AND I AGREE THEY SHALL NOT BE LIABLE IN ANY RESPECT BECAUSE OF HAVING FURNISHED LEGAL INFORMATION TO THE COMPANY.

I SPECIFICALLY AUTHORIZE THE COMPANY TO INVESTIGATE ANY WORK RECORD WITH ANY PRIOR EMPLOYERS. I FURTHER AUTHORIZE MY PRIOR EMPLOYERS TO DISCLOSE ALL PERSONNEL INFORMATION AND SPECIFICALLY WAIVE MY RIGHT TO NOTICE UNDER SECTION 6(3)(a) OF THE BULLARD-PLAWECKI EMPLOYEE RIGHT TO KNOW ACT.

I AUTHORIZE INVESTIGATION OF MY PERSONAL HISTORY, FINANCIAL AND CREDIT RECORD, CRIMINAL HISTORY AND/OR DRIVING HISTORY THROUGH ANY INVESTIGATIVE AGENCIES OF THE COMPANY'S CHOICE AND WILL SIGN ALL NECESSARY AUTHORIZATIONS TO ALLOW SUCH AN INVESTIGATION.

I HEREBY RELEASE FROM LIABILITY THE COMPANY AND ALL OF ITS AGENTS AND REPRESENTATIVES FOR THEIR ACTS PERFORMED IN INVESTIGATING, REVIEWING AND/OR EVALUATING MY APPLICATION, CREDENTIALS, BACKGROUND AND ALL INDIVIDUALS, ORGANIZATIONS, FIRMS, INSTITUTIONS AND COURTS RELEASING LEGAL INFORMATION PERTINENT TO MY APPLICATION AND MY PROFESSIONAL COMPETENCE, CREDENTIALS, BACKGROUND AND OTHER QUALIFICATIONS.

I UNDERSTAND AND AGREE THAT THE COMPANY RETAINS THE RIGHT TO CHANGE, AT ANY TIME AND WITHOUT PREVIOUS NOTICE, ANY OR ALL OF ITS POLICIES, PROCEDURES, WAGES AND BENEFITS. I FURTHER UNDERSTAND AND AGREE THAT NONE OF THE COMPANY'S POLICIES, PROCEDURES, WAGES OR BENEFITS ARE INTENDED TO NOR DO THEY CREATE ANY CONTRACT FOR EMPLOYMENT. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE AND FOR ANY OR NO REASON AS DETERMINED EXCLUSIVELY BY THE COMPANY. I FURTHER UNDERSTAND AND AGREE THAT ONLY THE PRESIDENT OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR A FIXED PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING AND ANY SUCH AGREEMENT MADE BY THE PRESIDENT MUST BE IN WRITING AND SIGNED BY THE PRESIDENT OF THE COMPANY AND MYSELF.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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