 **APPLICATION FOR EMPLOYMENT**

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**R-Time GN, LLC (Marco’s Pizza)** is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally protected status. The information collected by this application is solely to determine suitability for employment, verify identity and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on the Company. Please inform the company's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

GENERAL INFORMATION

|  |
| --- |
| Full Name Date  FIRST MIDDLE LASTAddress  STREET CITY STATE ZIP CODE COUNTRYContact Number ( ) Alternate Contact Number ( ) E-mail (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are you legally eligible to work in the United States? [ ]  Yes [ ]  NoAre you at least 18 years old? [ ]  Yes [ ]  No(If no, you may be required to provide authorization to work.)How did you hear about Marco’s Pizza? Do you have reliable transportation? [ ]  Yes [ ]  No Do you have a valid driver’s license? [ ]  Yes [ ]  NoHow far are you willing to travel to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please tell us more about yourself:  |

POSITION INFORMATION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What are your minimum expected earnings? Would you prefer to work: [ ]  Full-time [ ]  Part-time [ ]  TemporaryWould you prefer to work: [ ]  Days [ ]  Afternoons [ ]  NightsSelect which days of the week you are available to work:

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

Are you willing to work a changing schedule? [ ]  Yes [ ]  NoWhat is the earliest date you can start?  |

EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Type ofSchool | School Nameand Location | Highest Grade Completed | Course of Studyor Major |
| High School or G.E.D. equivalent |  | 9 10 11 12/GED |  |
| College or University  |  | 1 2 3 4 |  |
| Vocational or Trade School  |  |  |  |
| GraduateSchool |  |  |  |
| Other |  |  |  |
| List any work related certifications or licenses you currently possess. |

BACKGROUND INFORMATION

During the past seven years, have you ever been discharged, suspended or asked to resign from any position?

[ ]  Yes [ ]  No If yes, please explain.

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? [ ]  Yes [ ]  No If yes, specify name.

PROFESSIONAL REFERENCES

|  |
| --- |
| List three professional references (other than those listed as current/former supervisor) that we may contact: |
| Name  | Telephone No. ( )  |
| E-mail Address  | Relationship  |
| Years acquainted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Name  | Telephone No. ( )  |
| E-mail Address  | Relationship  |
| Years acquainted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Name  | Telephone No. ( )  |
| E-mail Address  | Relationship  |
| Years acquainted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

EMPLOYMENT RECORD

List all employment experience for the past seven years, starting with the most recent or present employer, including US Military Service. Using a separate section for each position, describe in detail all work experience including periods of unemployment. **You may include as part of your employment history any verified work performed on a volunteer basis.** **Resumes may not be substituted in lieu of completing the following employment information.**

|  |  |
| --- | --- |
| Current Employer  | Phone (\_\_\_)  |
| Geographic Location  | From  Month Year |
| Your Position  |
| Supervisor's Name/Title  | To  Month Year |
| May we contact? [ ]  Yes [ ]  No If not, why?  |
| Primary responsibilities   | Reason for Leaving   |
| Starting Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Employer  | Phone (\_\_\_)  |
| Geographic Location  | From  Month Year |
| Your Position  |
| Supervisor's Name/Title  | To  Month Year |
|  |
| Primary responsibilities   | Reason for Leaving   |
| Starting Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Employer  | Phone (\_\_\_)  |
| Geographic Location  | From  Month Year |
| Your Position  |
| Supervisor's Name/Title  | To  Month Year |
|  |
| Primary responsibilities   | Reason for Leaving   |
| Starting Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Employer  | Phone (\_\_\_)  |
| Geographic Location  | From  Month Year |
| Your Position  |
| Supervisor's Name/Title  | To  Month Year |
|  |
| Primary responsibilities   | Reason for Leaving   |
| Starting Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

|  |
| --- |
| **PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment. \_\_\_\_\_\_\_\_\_\_\_ InitialsI understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result for illegal drug use before being permitted to commence work with the Company. \_\_\_\_\_\_\_\_\_\_\_ InitialsI understand, where permissible under applicable state and local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background, driving record, credit history and other matters related to my suitability for employment. \_\_\_\_\_\_\_\_\_\_\_ InitialsI hereby certify that the information given by me is true, complete and accurate in all respects. I authorize the Company and its representatives to contact my prior employers and all others (with the exception of my current employer, only if I have marked “May we contact?” on this application as “No”) and all other identified on this application for the purpose of verification of the information I have supplied. \_\_\_\_\_\_\_\_\_\_\_ InitialsI authorize employers, schools and other persons named on this application to provide any information or transcripts requested and release them from any liability for the transmittal of any information bearing on my qualifications. \_\_\_\_\_\_\_\_\_\_\_ InitialsI understand employment with the Company is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States. \_\_\_\_\_\_\_\_\_\_\_ Initials I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either the Company or me, without prior notice to the other, unless otherwise prohibited by law. \_\_\_\_\_\_\_\_\_\_\_InitialsI understand that no representation, whether oral or written, by any representative or agent of the Company, at any time, can constitute an implied or express contract of employment. I further understand no representative or agent of the Company has the authority to enter into an agreement for employment for any specified period of time or to make any Change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by Human Resources or an authorized representative. \_\_\_\_\_\_\_\_\_\_\_ Initials**Nebraska Applicants Only:**  I hereby give consent to any and all prior employers of mine to provide to Marco’s information with regard to my employment with prior employers. \_\_\_\_\_\_\_\_\_\_\_ Initials**Illinois Applicants Only:** I understand Marco’s is enrolled in an Employment Eligibility Verification System known as the E-Verify Program, which may be used for immigration enforcement purposes. \_\_\_\_\_\_\_\_\_\_\_ InitialsI certify that all of the above information I have provided is true, complete, and accurate in all respects. I understand that any falsification or omission of information may disqualify me from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery. \_\_\_\_\_\_\_\_\_\_\_ InitialsI understand any offer of employment is conditioned upon my giving written consent to conduct a background investigation. \_\_\_\_\_\_\_\_\_\_\_ InitialsI HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE STATEMENTS.Applicant's signature Date  |