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**FOR OFFICE USE ONLY**

EMP. NO. \_\_\_\_\_  
 W4 \_\_\_\_\_  
 WORKING PAPER # \_\_\_\_\_

**EMPLOYMENT APPLICATION** FOR GENERAL RESTAURANT WORK

**PERSONAL INFORMATION:** (please print clearly)

NAME Kyle P. Jones SOC. SEC. # / TAX ID NO. 444-00-0000  
First Middle Initial Last  
 ADDRESS 1212 N. 18<sup>th</sup> St. CITY Tulsa STATE/PROVINCE OK ZIP/POSTAL CODE 73000  
 TELEPHONE (405) 555-1111 Have you ever worked for SUBWAY@Sandwich Shop before?  Yes  No If yes, when/where?  
 Are you 16 years of age or over?  Yes  No (Proof of age or a work permit may be required.)

**In Case of Emergency Notify:**

NAME Jones Steve Ray TELEPHONE (405) 555-1111  
Last First Middle Area Code  
 ADDRESS 1212 N. 18<sup>th</sup> St. CITY Tulsa STATE/PROVINCE OK ZIP/POSTAL CODE 73000

**AVAILABILITY :**

Are you legally able to be employed in this country?  Yes  No (If hired, verification will be required by law)  
 What type of position are you seeking?  Part time  Full time  Seasonal  Temporary  
 Are you able to meet the attendance requirements of the position?  Yes  No

	S	M	T	W	T	F	S	
HOURS AVAILABLE	From 1pm	5pm	5pm	10am	Total hours available per week <u>17</u>			
	To 5pm	8pm	8pm	5pm	Date available to start work <u>January 16, 2012</u>			

**SCHOOL MOST RECENTLY ATTENDED :**

NAME Tulsa Union High School ADDRESS 6636 S. Mingo Rd.  
 CITY Tulsa STATE OK TELEPHONE (918) 357-4323  
 TEACHER OR COUNSELOR Jennifer Bradford LAST GRADE COMPLETED 11 GRADE AVERAGE 3.1  
 GRADUATED?  Yes  No NOW ENROLLED?  Yes  No  
 Sports or activities? Band, Soccer, Math Club, Choir

**MOST RECENT EMPLOYMENT :**

Company Reasor's Foods Address 2429 E. 15<sup>th</sup> St.  
 City Tulsa State OK Telephone (918) 748-8332  
 Position Stacker Supervisor Larry Green Dates worked: From 3/2/11 To 12/27/11  
 Wage \$8.25 per hour Reason for leaving To find a job in food service.  
 Mgmt. ref. ck. done by \_\_\_\_\_

Company McDonalds Address 2245 Southwest Boulevard  
 City Tulsa State OK Telephone (918) 585-8157  
 Position Cook Supervisor Paul Weaver Dates worked: From 6-8-10 To 2-12-11  
 Wage \$8.00 per hour Reason for leaving To get a job closer to home.  
 Mgmt. ref. ck. done by \_\_\_\_\_

Do we have your permission to contact your current employer?  Yes  No  
 If NO, please explain: \_\_\_\_\_

**REFERENCES:** (Please do not use family members)

Name: Clyde Glide Telephone: (918) 555-1211 Years Known 10  
 Address 1216 N. 18<sup>th</sup> St. City Tulsa State OK  
 Name: Lilly Latter Telephone: (918) 111-4141 Years Known 6  
 Address 2718 N. 36<sup>th</sup> St. City Tulsa State OK

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**  
 Please complete reverse side

# EMPLOYMENT TEST

(No Calculators Please)

## PART I

.89	10.00
.79	-4.59
3.39	<u>5.41</u>
+2.79	
<u>7.86</u>	
	35.25
	-33.08
	<u>2.17</u>

For the following questions, state your answers in terms of bills and coins.  
For example, \$4.58 would be 4 dollar bills, 2 quarters, 1 nickel, and 3 pennies.

1. If the customer's order came to \$13.58 and he gave you a \$20.00 bill, what is his change?  
*1 five-dollar bill,  
1 one-dollar bill, 1 quarter, 1 dime,  
1 nickel, and 2 pennies.*
2. If the customer's order came to \$6.22 and he gave you \$20.25, what is his change?  
*1 ten-dollar bill, 4 dollar bills,  
and 3 pennies.*

## PART II

- A. A customer complains that he was short changed by you receiving only 13¢ change from \$2.00 instead of 31¢.  
What would you do?

*I would apologize for the mistake, ask for the 13 cents, and carefully count out 31 cents change into the customer's hand.*

- B. Which do you consider more important as far as a restaurant is concerned - courteous, prompt service or a quality product?

*All of these are equally important in order to satisfy the customers, so the customers will come back.*

- C. What do you consider to be the most important qualifications of a Subway employee?

*A person who is a hard worker, follows directions well, provides friendly service to all customers, and comes to work when scheduled and on time.*

- D. You are working alone and your shift is due to be over at 6 P.M. The individual who is scheduled to begin working at 6 P.M. does not show up. What do you do?

*I try to call that person, but stay on the job until that person arrives or someone else arrives.*

The Secretary of Health & Human Services has determined that certain diseases, including Hepatitis A, typhoid fever (*Salmonella typhi*), shigellosis (*Shigella spp.*), and E coli (*Escherichia coli* 0157:H7) may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of this job involves handling & serving food, food service equipment and utensils in a sanitary and healthy fashion. Are you able to perform the essential functions of this job with or without a reasonable accommodation?  YES  NO If no, explain: \_\_\_\_\_

I CERTIFY THAT I HAVE READ AND FULLY COMPLETED BOTH SIDES OF THIS APPLICATION AND THAT THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY OMISSION OR FALSE INFORMATION IS GROUNDS FOR DISMISSAL. I AUTHORIZE THE REFERENCES LISTED ON THIS APPLICATION TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND PERTINENT INFORMATION THEY MAY HAVE, PERSONAL AND OTHERWISE. I UNDERSTAND THAT AS A PART OF THE PROCEDURE FOR MY EMPLOYMENT APPLICATION AN INVESTIGATIVE CONSUMER REPORT MAY BE MADE CONCERNING MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND MODE OF LIVING.

SIGNATURE

*Hyle P. Jones*

DATE

*1-6-2012*

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INTERVIEWER OR REFERENCE COMMENTS \_\_\_\_\_