

Employment Application

The Lamoni Maid-Rite gives all applicants equal consideration regardless of race, color, sex, religion, national origin, age, sexual orientation, marital status, veteran status, disability or any other protected category. The decision to hire an applicant is based solely on individual qualifications that meet the job requirements. Please note that the job will have hours that will vary from time to time, and the position is dependent upon your being flexible in the hours you can work.

The Lamoni Maid-Rite is committed to maintaining a smoke free and drug free work place.

Name _____
Last First Middle

Address _____
Street City State Zip

Phone Number _____ Second number where I can be reached _____

Position You Are Applying For _____

I would like to work _____ Full Time _____ Part Time Date available to start work _____

Days and Hours I am available to work:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Have you ever been employed by Maid-Rite before? Yes No
If yes, give dates and location _____

Are you a citizen of the US or legally entitled to work in the United States? Yes No

If hired, can you provide documentation of this eligibility? Yes No

Are you 16 years of age or older? Yes No
(If under 18, you will be required to submit a birth certificate or work certificate as required by state or federal law)

Have you been convicted of a felony? Yes No
(Conviction will not necessarily bar you from employment.)

If yes, when and where _____
Nature and Disposition of Conviction _____

Do you have any friends or relatives employed by Maid-Rite? If yes, give names and locations:

We use pre-employment drug screening for some positions. Are you willing to take a drug test? Yes No

How did you hear about Maid-Rite's job opportunities?

Relative or friend _____ In-store brochure _____ Internet ad _____
Newspaper ad (where) _____ Other (describe) _____

Why did you apply at Maid-Rite? _____

Educational Background

High School _____
School City Years Completed

College _____
School City Years Completed

Are you presently enrolled in school? Yes (Days or Evenings) _____ No

Did you graduate from high school? Yes No Did you graduate from college? Yes No

Employment History

Current or most recent employer (*List most current employment first, then list all previous employment*):

1. Company Name		Phone and Address		Position Title/Duties
Describe your duties and responsibilities:				
From (Mo/Yr)	To (Mo/Yr)	Starting Wage	Ending Wage	Reason for Leaving
2. Company Name		Phone and Address		Position Title/Duties
Describe your duties and responsibilities:				
From (Mo/Yr)	To (Mo/Yr)	Starting Wage	Ending Wage	Reason for Leaving
3. Company Name		Phone and Address		Position Title/Duties
Describe your duties and responsibilities:				
From (Mo/Yr)	To (Mo/Yr)	Starting Wage	Ending Wage	Reason for Leaving
4. Company Name		Phone and Address		Position Title/Duties
Describe your duties and responsibilities:				
From (Mo/Yr)	To (Mo/Yr)	Starting Wage	Ending Wage	Reason for Leaving
5. Company Name		Phone and Address		Position Title/Duties
Describe your duties and responsibilities:				
From (Mo/Yr)	To (Mo/Yr)	Starting Wage	Ending Wage	Reason for Leaving

Please Explain All Periods of Unemployment:

From _____ To _____ Reason _____

From _____ To _____ Reason _____

OTHER ACCOMPLISHMENTS:	Please list below any other job-related accomplishments, professional distinctions, certifications, or verifiable volunteer work.
PROFESSIONAL REFERENCES:	Please list below professional references that we may contact.

Lamoni Maid-Rite Policies:

- The Maid-Rite uniform policy requires that employees wear a solid color polo-type logo shirt (with a collar), Dockers-style, solid-color pants, socks, shoes with non-skid soles and a company-issued baseball-style logo hat.
- No more than one earring per ear lobe may be worn, provided they do not dangle (they may be studs or hoops no greater than 3/4 inch in diameter). All other visible piercings (including tongue, nose and eyebrow) are prohibited while at work. Tattoos must be covered as well.
- Employees are expected to be to work, on time, as scheduled. Requests for time off (other than for unexpected illness or injury) must be made at least 7 days in advance.
- All employees should be prepared to work any of the positions in the restaurant, including cleaning, bussing tables and washing dishes.
- If offered employment at Maid-Rite, all employees are required to sign a Nondisclosure Agreement to keep confidential any trade secrets, proprietary information, recipes, financial information and other matters deemed material or important enough to warrant protection.
- Any absence from your scheduled shift or work schedule due to illness, will require that you have a written doctor's excuse for your illness for the time you are absent from work that must be given to your supervisor upon your return to work.

ARE YOU WILLING TO COMPLY WITH THESE POLICIES? YES NO

Employee Acknowledgment and Agreement:

By my signature below, I affirm that I have read and understood this Employment Application, that I have not withheld any information as requested and that any statements I have made are true and correct. I understand that any omission or misrepresentation of fact in this Application may result in refusal or termination from employment at the Lamoni Maid-Rite. I authorize verification and investigation of the statements made on this Application and of my employment history.

I further understand and agree that this at-will employment status constitutes the entire understanding between me and the Lamoni Maid-Rite regarding the right and ability of either party to terminate employment and this at-will agreement cannot be changed except through a written understanding signed by the President of Graceland University.

I am aware that a consumer or credit report and/or an investigative report may be requested in connection with my Application for employment. If a report is requested, and in response to a written request from me, you will inform me of the name and address of the reporting agency that furnished the report. I certify that the information I have provided is true and correct and that I have not knowingly withheld any fact that would affect my Application. Any misrepresentation, falsification, or willful omission in any detail shall be sufficient reason for refusal of employment or dismissal after employment regardless of time.

If employed by the Lamoni Maid-Rite, I agree to conform to the policies, standards and rules of the Lamoni Maid-Rite, and I agree and understand that my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Lamoni Maid-Rite or myself.

Signature _____ **Date** _____

Graceland University, d/b/a Lamoni Maid-Rite is an equal opportunity employer. The Lamoni Maid-Rite does not discriminate in employment and no question on this Application is used for the purpose of limiting or excusing any applicants consideration for employment on a basis prohibited by local, state or federal law.

<i>Proudly Serving Customers Since 1926</i>	<i>"Our Name Says It All!"</i>
---	--------------------------------