

Date: _____



ChefAdvantage

975 Cobb Place Boulevard, Suite 305

Kennesaw, Georgia 30144

Telephone: (770) 421-9550

Fax: (770) 421-8971

Application for Employment

Welcome to ChefAdvantage. We are pleased that you have chosen to apply with us. Please feel free to ask us if you have any questions.

We consider applicants for all positions without regard to race, color, religion, creed, national origin, age, disability, sexual orientation, marital status, military status, or any other legally protected status.

Position(s) Applied For:

(Please List All of Interest)

ChefAdvantage participates in the United States Department of Homeland Security's E-Verify program

Instructions to Applicant

You must fully and accurately complete the Application for Employment. Incomplete applications will not be considered. ChefAdvantage may use the information given in the application to investigate the applicant's previous employment and background. If you are hired, proof of citizenship or immigration status will be required to verify your lawful right to work in the United States.

PERSONAL INFORMATION

Name				
Address				
City				
State		Zip		
Last 4 digits of SSN				
Home Phone				
Work Phone				
Cell Phone				
Best way to contact		Best time		
Emergency contact		Relationship	Phone Number	
Driver's License Number		State Issued	Expiration Date	

EDUCATIONAL HISTORY

High School Name			
Last Grade Completed	10 11 12	Diploma?	Yes No
College Name	City, State, Zip		
Did you receive a degree?	Yes No	If yes, degree received	

List scholastic honors, specialized training, apprenticeship, graduate, technical, vocational, and extra-curricular activities that may be helpful in considering your application

List computer programs you are experienced with: (Check box for skill level)

1. _____	<input type="checkbox"/>	Beginner	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert
2. _____	<input type="checkbox"/>	Beginner	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert
3. _____	<input type="checkbox"/>	Beginner	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert
4. _____	<input type="checkbox"/>	Beginner	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert

WORK HISTORY

List all previous employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. Please indicate if you were employed under a different name.

Work history must be completed even if you have submitted a resume. Present or most recent employer first.

1.	Company Name						
	Address						
	City	State		Zip			
	Telephone	Supervisor					
	Job Duties						
	Reason for Leaving						
	Beginning Salary	Ending Salary					
	Dates of Employment	May we contact this employer?				YES or NO	
2.	Company Name						
	Address						
	City	State		Zip			
	Telephone	Supervisor					
	Job Duties						
	Reason for Leaving						
	Beginning Salary	Ending Salary					
	Dates of Employment	May we contact this employer?				YES or NO	

3.	Company Name				
	Address				
	City	State		Zip	
	Telephone	Supervisor			
	Job Duties				
	Reason for Leaving				
	Beginning Salary	Ending Salary			
	Dates of Employment	May we contact this employer?	YES or NO		
4.	Company Name				
	Address				
	City	State		Zip	
	Telephone	Supervisor			
	Job Duties				
	Reason for Leaving				
	Beginning Salary	Ending Salary			
	Dates of Employment	May we contact this employer?	YES or NO		

REFERENCES

Please give three Personal, Professional, and/or Educational (Manager/Instructor) references. You may list your Supervisors from the employment history above.

1.	Name				
	Address				
	City	State		Zip	
	Telephone	Relationship			
2.	Name				
	Address				
	City	State		Zip	
	Telephone	Relationship			
3.	Name				
	Address				
	City	State		Zip	
	Telephone	Relationship			

ADDITIONAL INFORMATION

Minimum Salary Desired:			
When will you be available for work?			
If you were referred by a current employee, please tell us their name			
If you have any relatives currently employed by ChefAdvantage, please list their names:			
Which job status/shift would you accept? (please check all that apply)	Status <input type="checkbox"/> full-time 40 hours/week <input type="checkbox"/> full-time 30+hours/week <input type="checkbox"/> part-time 12-29 hours/wk <input type="checkbox"/> temporary less than 12 hrs	Days Available (check all that apply) ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday	Hours Available ___AM - ___PM ___AM - ___PM ___AM - ___PM ___AM - ___PM ___AM - ___PM ___AM - ___PM ___AM - ___PM

Have you ever been employed by ChefAdvantage in any capacity?	YES	NO	If yes, when?	
Have you previously been denied employment by ChefAdvantage?	YES	NO		
Are you legally eligible for employment in the United States?	YES	NO		
If you are under 18 years of age, can you provide required proof of your eligibility to work?	YES	NO		
ChefAdvantage is a smoke-free, drug-free employer. Will you be able to comply with this policy?	YES	NO		

Read the following carefully and answer truthfully. Conviction of a crime may not automatically disqualify an applicant from employment; circumstances may be considered.
 GIVING FALSE INFORMATION MAY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.
 If you are not sure of the court disposition of a case, list all other information requested below:

Have you EVER been convicted of a crime? DO NOT ASSUME CHARGES OR CONVICTIONS HAVE BEEN REMOVED	
If your answer is yes to any of the above, list the following information: Charge/Offense, Date, Arresting Agency/Location, and Court Disposition.	
Are there any pending, unresolved criminal charges against you? If yes, explain fully	
Have you received any tickets for traffic offenses? Please include all	
Have you ever been fired or asked to resign? If yes, explain fully	

Read the following carefully before signing.

I certify that all information contained in my resume and/or application for employment ChefAdvantage is correct and complete to the best of my knowledge. I understand that providing false or incomplete information may result in disqualification for employment, termination, or withdrawal of any job offer.

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, and educational background. I further understand that I will be required to take a drug-screening test.

I understand that any employment with ChefAdvantage is on an "at-will" basis and may be terminated at any time, with or without cause.

Thank you for taking time to apply at ChefAdvantage.

Applicant's Signature

Date