



# Employment Application

**Welcome to Colonial Cafe!**  
A GREAT PLACE TO WORK!

## Equal Opportunity Employer

Colonial Cafe / Colonial Ice Cream, Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination and respectful workplace. Colonial does not discriminate on the basis of race, sex, color, religion, national origin, sexual orientation, age, disability, veteran status, or any other factors made unlawful under applicable federal and state laws.

## Personal Information

|  |                                      |  |  |
|--|--------------------------------------|--|--|
| Name (Last, First, Middle)   |                                      | Other Names You Are Known By   |  |
| Street Address   |                                      | City, State, Zip Code  |  |
| Phone Number Including Area Code   |                                      | Social Security Number   |  |
| Are you a citizen of the US or have a legal right to work in the US?<br>Yes <input type="radio"/> No <input type="radio"/><br><br><i>(Any offer of employment is condition upon completing form I-9 and providing documents establishing identity and work authorization.)</i> |                                      | Have you ever been convicted of a felony within the last seven (7) years?<br>Yes <input type="radio"/> No <input type="radio"/><br>If Yes, list convictions that are a matter of public record. Arrests are not convictions. A conviction will not necessarily disqualify you from employment. If you require more space, please use the back page of this application form. |  |
| Are you under the age of eighteen years (18)?<br>Yes <input type="radio"/> No <input type="radio"/><br><i>(If under the age of eighteen (18), you will be required to submit a birth certificate or show proof of age.)</i>  |                                      | Have you ever been employed by Colonial?<br>Yes <input type="radio"/> No <input type="radio"/> If Yes, where? _____ Dates employed _____   |  |
| Pay rate expected.   | If hired, when could you begin work? | Are you related to any person employed by Colonial?<br>Yes <input type="radio"/> No <input type="radio"/><br>If Yes, provide name, relationship and location employed.   |  |
| What position are you requesting?    Hourly <input type="radio"/> Management <input type="radio"/> Staff <input type="radio"/> Other <input type="radio"/>   |                                      |  |  |
| Please describe the position you are seeking.  |                                      |  |  |

## Education

| Name and Address of School   | Circle Last Year Completed | Graduate Y/N  | Contact Person Department / Phone Number |
|--|----------------------------|---|--|
| High School  | 1   2   3   4              | Yes <input type="radio"/><br>No <input type="radio"/> |  |
| College  | 1   2   3   4              | Yes <input type="radio"/><br>No <input type="radio"/> |  |
| Other  | 1   2   3   4              | Yes <input type="radio"/><br>No <input type="radio"/> |  |
| List any of your qualifications or experiences that might be helpful in the job. |                            |   |  |

## Availability

|  |  |
|--|--|
| Do you have reliable transportation to get to work?<br>Yes <input type="radio"/> No <input type="radio"/>  | How many hours would you like to work each week? |
| Do you participate in activities, which would make you unavailable for work during certain periods of the year?<br>Yes <input type="radio"/> No <input type="radio"/> If Yes, please describe. |  |

When are you available to work?

|          | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------|--------|---------|-----------|----------|--------|----------|
| Hours AM |        |        |         |           |          |        |          |
| Hours PM |        |        |         |           |          |        |          |

## Work Experience

List all present and past work experiences, beginning with the most recent. Please provide an accurate and complete work experience record. If you require more space, please use the back page of this application form.

Company Name, Address, Area Code / Phone Number

Immediate Supervisor Your Job Title or Position

Dates Employed From (MO / YR) To (MO / YR)

Starting Wage or Salary Present / Final Wage or Salary

If still employed, may we contact your present supervisor?  
If Yes, please provide a phone number. Yes  No

Reason for Leaving

Describe Your Duties and Responsibilities

Company Name, Address, Area Code / Phone Number

Immediate Supervisor Your Job Title or Position

Dates Employed From (MO / YR) To (MO / YR)

Starting Wage or Salary Present / Final Wage or Salary

Reason for Leaving

Describe Your Duties and Responsibilities

## References

List three school, work, or personal references whom we may contact. Do not list family members.

| Name | Area Code/Phone Number | Relationship to You | How long have you known this person? | Type of Reference   |
|------|------------------------|---------------------|--------------------------------------|---|
|      |                        |                     |                                      | School <input type="radio"/> Work <input type="radio"/><br>Personal <input type="radio"/> |
|      |                        |                     |                                      | School <input type="radio"/> Work <input type="radio"/><br>Personal <input type="radio"/> |
|      |                        |                     |                                      | School <input type="radio"/> Work <input type="radio"/><br>Personal <input type="radio"/> |

## About Us

Have you ever visited a Colonial Cafe location before today? Where? Describe your experience.  
Yes  No

Why would you like to work for Colonial?

## Applicant's Statements

### READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

1. The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omissions could result in the denial of my application, withdrawal of any offer of employment, or immediate discharge.
2. I understand that in connection with the application process, Colonial and its representatives may contact my former employers, educational institutions, references, and other relevant third parties to obtain additional information related to the information given by me in this application. I hereby authorize my consent to have future references released by Colonial if submitted in writing. I hereby request, release, and consent to the release and disclosure of such information. I further release and hold harmless Colonial, their officers, employees and agents, and any other parties inquiring about, investigating, furnishing, communicating, reviewing, or evaluating such information from any and all potential claims, demands, damages, liabilities, and / or actions of any kind arising from such activities, whether known or unknown to me presently, that I may have now or in the future.
3. I understand that filling out this form does not indicate there is a position open and does not obligate Colonial, to hire me. If I am accepted for employment, I understand and agree that such employment will be at-will and may be terminated by Colonial or me, at any time with reason or no reason, and with or without prior notice. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I further understand and agree that this at-will employment status constitutes the entire understanding between me and the company regarding the right and ability of either party to terminate employment and that this at-will agreement cannot be changed except through a written understanding signed by the President of Colonial.

APPLICANT'S SIGNATURE

DATE