



This form is only provided as a service and a guide. It may not be compliant with local laws and is not warranted as such. This form may need to be modified to fit local laws and regulations.

FOR OFFICE USE ONLY

EMP. NO. _____
 W4 _____
 WORKING PAPER # _____

EMPLOYMENT APPLICATION FOR GENERAL RESTAURANT WORK

PERSONAL INFORMATION: (please print clearly)

NAME _____ SOC. SEC. # / TAX ID NO. _____
First Middle Initial Last
 ADDRESS _____ CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____
 TELEPHONE (____) _____ 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 _____ TELEPHONE (____) _____
Last First Middle Area Code
 ADDRESS _____ CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

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	From								Total hours available per week _____
AVAILABLE	To								Date available to start work _____

SCHOOL MOST RECENTLY ATTENDED :

NAME _____ ADDRESS _____
 CITY _____ STATE _____ TELEPHONE (____) _____
 TEACHER OR COUNSELOR _____ LAST GRADE COMPLETED _____ GRADE AVERAGE _____
 GRADUATED? Yes No NOW ENROLLED? Yes No
 Sports or activities? _____

MOST RECENT EMPLOYMENT :

Company _____ Address _____
 City _____ State _____ Telephone (____) _____
 Position _____ Supervisor _____ Dates worked: From _____ To _____
 Wage _____ Reason for leaving _____
 Mgmt. ref. ck. done by _____

Company _____ Address _____
 City _____ State _____ Telephone (____) _____
 Position _____ Supervisor _____ Dates worked: From _____ To _____
 Wage _____ Reason for leaving _____
 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: _____ Telephone: (____) _____ Years Known _____
 Address _____ City _____ State _____
 Name: _____ Telephone: (____) _____ Years Known _____
 Address _____ City _____ State _____

EMPLOYMENT TEST

(No Calculators Please)

PART I

.89	10.00
.79	<u>-4.59</u>
3.39	
<u>+2.79</u>	
	35.25
	<u>-33.08</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?
2. If the customer's order came to \$6.22 and he gave you \$20.25, what is his change?

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?

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

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

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?

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 _____ DATE _____

FOR OFFICE USE ONLY

INTERVIEWER OR REFERENCE COMMENTS _____