



APPLICATIONS ACCEPTED
2:00PM - 4:00PM

Name _____ Date _____

EMPLOYMENT APPLICATION

PRINT USING BLACK INK ONLY

Last Name		First Name		Middle Initial	Preferred Name
Street Address / PO Box			Apt #	City	State Zip
Daytime Phone Number			Evening Phone Number		Social Security Number
Email Address				Expected Hourly Rate	
Do you have reliable transportation to and from work? <input type="radio"/> yes <input type="radio"/> no		Are you applying for a full time or part time position? <input type="radio"/> Full Time <input type="radio"/> Part Time			How many hours per week do you want to work? _____ Minimum _____ Maximum
Position Applying for: <input type="radio"/> Cook <input type="radio"/> Server <input type="radio"/> Management			You must be at least 18 years old to work at Lucy's Diner. Are you 18 or older? <input type="radio"/> yes <input type="radio"/> no		

- Lucy's Diner does not tolerate drug use by employees before or during work.
Are you willing to comply? yes no
- Up to 50 lbs of lifting several times a day is an essential function in most positions.
Are you willing and able to comply with this requirement? yes no
- Being on your feet for 6-9 hours at a time is a requirement in any available positions.
Are you willing and able to comply with this requirement? yes no
- Have you ever *applied* for a position at Lucy's Diner before? yes no
If yes, which location? _____
What was the result? _____
- Have you ever *been employed* at any Lucy's Diner before? yes no
If yes, which location? _____
When? From: _____ / _____ To: _____ / _____
Month / Year Month / Year
What was your position? _____ Why did you leave? _____
- How many jobs have you had in the past year? _____ Past 2 Years? _____
- We may train on days you have other obligations.
Are you willing to reschedule your plans to come to training? yes no
- Do you have any schedule obligations (e.g., annual trips, vacations, weddings, reserve duty, or holidays) coming up that we need to know about? yes no
- What commitments do you have, or do you anticipate, that may affect your schedule?

- Ever convicted of a felony that has not been annulled, expunged or sealed by the court? yes no
- Would you be willing to take a drug test? yes no



Name _____ Date _____

12. Please indicate any days your are *not available*.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
NOT AVAILABLE							

13. Upon employment, can you provide verification of your legal right to work in the US?..... yes no

14. If hired, what notice would you need to give your current employer? _____

15. When would you be available to start? _____

16. Why are you applying for a position with us? _____

17. If offered a position with Lucy's Diner, how long would you plan to remain with us? _____

18. Please explain any specialized training or course work you have completed that relates to the position you're applying for. _____

19. Do you have any friends or relatives employed at Lucy's Diner? yes no
If yes, their name(s) _____

20. We have specific requirements for personal appearance for all staff. Clean work apparel, no excessive jewelry or makeup, and good hygiene. Are you willing to comply with these requirements? yes no

21. Do you have any tattoos that are visible when wearing a short sleeve shirt? yes no

22. Would you be willing to comply with our dress code standards? yes no

23. Are you licensed to drive? yes no Is your license valid? yes no

24. Would you be willing to work in extreme cold or hot conditions as required for your job?..... yes no

Education	Name of School	Location	Years Attended
High School (s)	Did you graduate <input type="radio"/> yes <input type="radio"/> no		
College or University (s)	Did you graduate <input type="radio"/> yes <input type="radio"/> no		
Business or Trade School (s)	Did you graduate <input type="radio"/> yes <input type="radio"/> no		

25. Location you are applying for work for: Fort Smith Fayetteville Rogers

26. Do you have two forms of ID available now? yes no

Emergency contact information:

Name _____

Phone _____

Relationship _____



Name _____ Date _____

EMPLOYMENT HISTORY

Current/Most Recent Employer	Previous Employer
Name of Employer	
Address Location	
May we contact this Employer? If No, please explain.	
<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no
Supervisors Name	
Phone Number	
Length of Employment From: ____/____/____ To: ____/____/____ <small>Month / Year Month / Year</small>	From: ____/____/____ To: ____/____/____ <small>Month / Year Month / Year</small>
Position Held	
Description of Duties and Responsibilities	
Hourly Pay Rate Start _____ Stop _____	Start _____ Stop _____
Average Number of Hours worked per week.	
Reason For Leaving	

References	Address	Phone	Occupation	Years Known
Name				
Name				
Name				

I certify the information I have provided, to the best of my knowledge, is true and complete and I understand that one or more falsified or misleading statements within this application is grounds for dismissal. I also certify that I am at least 18 years old and as a condition of my employment a drug and/or alcohol test may be required.

Signature **X** _____ Date _____

NO PHONE CALLS PLEASE • MUST BE 18 YEARS OLD TO APPLY • DRUG AND ALCOHOL TESTING EMPLOYER