



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 AVAILABLE	From								Total hours available per week _____
	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 \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**  
 Please complete reverse side



# 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 \_\_\_\_\_

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INTERVIEWER OR REFERENCE COMMENTS \_\_\_\_\_