

VARIOUS FEDERAL, STATE AND LOCAL LAWS PROHIBIT DISCRIMINATION BASED ON RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR MARITAL STATUS. THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER AND YOUR RESPONSE TO ANY QUESTION WILL NOT BE USED AS A BASIS FOR DISCRIMINATION, BUT WILL BE JUDGED ON ITS RELEVANCE TO THE POSITION YOU ARE SEEKING.



**APPLICATION FOR EMPLOYMENT**

**\*\* ALL FIELDS IN RED ARE REQUIRED**

FOR ADMINISTRATIVE USE	
Reporting Date: ___/___/___	Unit #: _____
Interviewed by: _____	Hired as: _____
Hired by: _____	
Rate: _____	Social Security #: ___/___/___

PERSONAL INFORMATION		DATE:
NAME:		PHONE:
ADDRESS:		
How did you learn of this opening:		
Job Applied For: <b>Managment</b>	Rate of Pay Expected \$ _____ per	
Are you 18 years of age or older? Y ___ N ___	If you are under 18, please state your date of birth:	

AVAILABILITY	
How many hours per week would you like to work?	Are you available anytime? Y ___ N ___

HOW WOULD YOU RATE YOURSELF?	
	1=Top Performer    2=Good    3=OK    4=Improvement Needed
ENERGY LEVEL:	Your sense of urgency, self-motivation and enthusiasm.
COMMUNICATION SKILLS:	Your ability to listen well, express ideas clearly and accept feedback.
HOSPITALITY:	Your natural friendliness and customer service skills.
RELIABILITY:	Your dependability, attendance, self-discipline and dedication.
PERSONAL PRIDE:	Your appearance, hygiene and achievement.
TEAMWORK:	Your cooperation with others and team spirit.
What achievement in life are you most proud of?	
What are your personal strengths?	
What are your weakest areas?	

LIST ALL PRESENT & PAST EMPLOYMENT BELOW, BEGINNING WITH YOUR MOST RECENT										
Company Name, Address & Phone #	FROM		TO		LAST POSITION HELD		Starting Wage	Ending Wage	Reason for Leaving	Name of Supervisor
	Month	Year	Month	Year	Title	Duties				

Were you employed under a different name? Y \_\_\_ N \_\_\_ If so, what name? \_\_\_\_\_

Have you previously worked for Arby's Roast Beef Restaurants or any of its subsidiaries of franchisees? Y \_\_\_ N \_\_\_

If yes, when? \_\_\_\_\_ Where? \_\_\_\_\_ Reason for Leaving? \_\_\_\_\_

### AVAILABILITY

Which shifts are you willing to work? **DAYS =** \_\_\_\_\_ **NIGHTS =** \_\_\_\_\_ **BOTH = Yes No** (Check all choices that apply to your situation)

When are you available for work? \_\_\_\_\_

### RECORD OF EDUCATION

School	Name & Address of School	Degree/Course of Study	Years Attended		Last Year Completed	Did you Graduate	List Diploma Or Degree	Grade Point Average
			From	To				

### U.S. MILITARY SERVICE

Branch of Service	Technical Specialization	Rank Attained

### LEGAL

(IDENTITY AND EMPLOYMENT ELIGIBILITY OF ALL NEW HIRES WILL BE VERIFIED AS REQUIRED BY THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.)

Yes  No Are you a U.S. citizen or do you have a legal right and necessary documents to work in the U.S.?

Yes  No Were you ever discharged by any company? If yes, give name of company(ies): \_\_\_\_\_

Reason(s) for discharge: \_\_\_\_\_

Yes  No Have you ever been convicted of a crime other than a minor traffic violation? The existence of a criminal record will not automatically disqualify you from the job for which you are applying. If yes, please explain offense and final disposition: \_\_\_\_\_

Yes  No Have you ever been counseled or disciplined for cash handling violations? If yes, please explain: \_\_\_\_\_

### REFERENCES

Name	Address	Work Phone #	Title	Years Known

### AUTHORIZATION - PLEASE READ CAREFULLY YOUR SIGNATURE CERTIFIES THAT YOU HAVE READ AND UNDERSTAND THIS AUTHORIZATION.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that incorrect, falsified or misleading statements on this application shall be grounds to deny my application or, if employed, to terminate my employment. I also understand that incomplete responses may result in the denial of my application or, if employed, the termination of my employment.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have.

I understand that this application is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract of employment. I further understand that if I am hired my employment will be AT WILL and that either party may terminate the employment relationship at any time, without prior notice and for any or no reason. I also understand and agree that no representative of the company has any authority to alter the at will relationship or enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by the President of this Arby's Franchise and me.

DATE: \_\_\_/\_\_\_/\_\_\_

SIGNATURE: \_\_\_\_\_ Type name here as electronic signature