

# La Carreta

RESTAURANTE  
MEXICANO



## PORTSMOUTH EMPLOYEE APPLICATION FORM

ALL PERSONS SHALL HAVE THE OPPORTUNITY TO BE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO THEIR RACE, COLOR, RELIGION, NATIONAL ORIGIN OR ANCESTRY, AGE, PAST OR PRESENT DISABILITY, SEX OR ANY OTHER CHARACTERISTIC PROTECTED BY THE APPLICABLE STATE AND FEDERAL LAWS.

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

### PERSONAL INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

### IDENTIFY THE POSITION FOR WHICH YOU ARE APPLYING

\_\_\_\_\_

### YOUR AVAILABILITY (CHECK ONE)

FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_ SALARY REQUEST: \_\_\_\_\_

DAYS YOU ARE AVAILABLE TO WORK: Sunday / Monday / Tuesday / Wednesday / Thursday / Friday / Saturday

### REFERENCES

NAME AND OCCUPATION	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

### FORMER EMPLOYERS

LIST BELOW YOUR WORK EXPERIENCE, STARTING WITH YOUR PRESENT OR LAST PLACE OF EMPLOYMENT.

DATE EMPLOYED	NAME & ADDRESS OF EMPLOYER	NAME OF SUPERVISOR	POSITION, SALARY AND REASON FOR LEAVING
FROM: _____	_____	_____	_____
TO: _____	_____	_____	_____
FROM: _____	_____	_____	_____
TO: _____	_____	_____	_____
FROM: _____	_____	_____	_____
TO: _____	_____	_____	_____

**MILITARY - Branch of Service:**

Describe any military training received relevant to the position for which you are applying:

**EDUCATION/TRAINING - Include Technical/Academic Achievements/Courses**

Have you obtained a high school diploma or GED certificate?  Yes  No

School	Name & Location	Diploma/Degree	Subject of Specialization
College/University			
Specialized Courses & Training			

**CLERICAL SKILLS - To Be Completed for Clerical Positions**

Typing, WPM		Medical Terminology <input type="checkbox"/> Yes <input type="checkbox"/> No	Legal Terminology <input type="checkbox"/> Yes <input type="checkbox"/> No
Shorthand, WPM			

List Specific Computer Skills -

**OTHER SPECIAL SKILLS - List Other Specific Skills You Have to Offer for This Job Opening:**

IN ANSWERING THE FOLLOWING QUESTIONS, YOU MAY OMIT ANY INFORMATION OR ANSWER "NO RECORD" WITH REGARD TO ANY CONVICTION FOR WHICH THERE IS A SEALED RECORD ON FILE. YOU SHOULD ALSO OMIT FIRST CONVICTIONS FOR DRUNKENNESS, SIMPLE ASSAULT, SPEEDING, MINOR TRAFFIC VIOLATIONS, AFFRAY OR DISTURBANCE OF THE PEACE.

1. HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES/NO

2. HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR IN THE LAST FIVE YEARS? YES/NO

2A. IF YES, GIVE DETAILS AND DATE.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

ARE YOU A U.S. CITIZEN OR OTHERWISE LEGALLY ABLE TO WORK IN THE U.S.? YES/NO

PROOF OF EMPLOYABILITY WILL BE REQUIRED OF ALL APPLICANTS HIRED.

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