

THE CONE OF WEST CHESTER, INC.
APPLICATION FOR EMPLOYMENT

Name _____ Date _____

Address _____ Salary requested (indicate
range) _____

Home # _____ Cell # _____

Email _____

Job Desired _____ Date Available _____

Will you be or are you attending school? _____ If under 18, please give
date of birth _____

Last grade completed? _____ Are you under 16? _____

High school attended _____ Graduated? _____

College attended _____ Graduated? _____

Do you have the legal right to work in the U.S.? _____

Have you ever been convicted of a crime? _____ If yes, please explain:

Do you have any nut allergies? _____

We maintain non-smoking facilities & grounds. Would this be a problem for you?

We maintain a drug-free environment and you may be asked to submit to a drug
test. Would this be a problem for you? _____

Employment History

Please complete in detail, starting with your present or last employer, and including summer and part time jobs. Use an additional sheet of paper if necessary.

May we contact your present employer?

1. _____

Company Name	City	State	Phone #
Reason for Leaving			

2. _____

Company Name	City	State	Phone #
Reason for Leaving			

Q&A

Please Circle: (If you don't know or this is your 1st job, you can circle N/A)

How well do you get along with peers/coworkers:

Not well Tolerably Fine Well Very Well N/A

How well do you function when stressed? (ex: when school starts back up)

Not well Tolerably Fine Well Very Well N/A

How well do you communicate with others (customer service)?

Not well Tolerably Fine Well Very Well N/A

How quickly do you catch on (to directions)?

Very Slowly Slowly Average Quickly Very Quickly N/A

Are you a perfectionist?

No Somewhat Yes

At home, which chores do you regularly help out with? (Circle all that apply)

Bathrooms Windows Sweeping Vacuuming Dishes Trash Meals

Q&A

Please answer

Do you have any special skills that would aid in the performance of your job?

If yes, please describe:

Do you know anyone at The Cone? _____ If so, whom?

How did you find out about The Cone? _____

What is your favorite treat at The Cone? _____

Adults

Please complete this section

_____ **Interested in working at The Cone only**

_____ **Interested in working in The Mobile Cone only**

_____ **Interested in working both**

Minimum number of hours requested per week _____

Maximum number of hours available per week _____

List the times you are available to work:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesda</u> <u>y</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
From:							
To:							

Upcoming vacations: _____

Spring Activities: _____

Fall Activities: _____

Students

Please complete this section

List the times you are available to work. Remember: We are open 7 days a week and you must be available to work until Close, although we do have shorter shifts and close earlier when school is in session. Please list all hours available, not just those you prefer:

During School:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesda</u> <u>y</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
From:							
To:							

During Summer:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesda</u> <u>y</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
From:							
To:							

Upcoming vacations: _____

Spring Activities: _____

Fall Activities: _____

What type of transportation to work do you have? _____

Do you have a driver's license? _____

What is your GPA? _____

How many days of school did you miss last year? _____

Have you ever been suspended from school? _____

When do you get home from school? _____

Name the 16th president of the U.S.A.: _____

What famous speech did he give? _____

Applicant References

Please list two-three references: (non-family members)

Name	Relationship	City	State	Phone
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Name	Relationship	City	State	Phone
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Name	Relationship	City	State	Phone
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Applicant

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that this information is accurate and complete. I understand that any false answers or statements or omissions of facts on this application will be sufficient grounds for not considering this application further or for immediate dismissal.

I agree and understand that, if employed by The Cone of West Chester, Inc.:

(A) That my employment is at-will and it is not for any definite period of time, and my employment may, regardless of the date of payment of my salary, be terminated at any time without notice either by myself or by The Cone of West Chester, Inc., without necessity on the part of either for showing cause for such termination; and

(B) that nothing in this application is intended to imply or create an employment relationship or contract for employment.

I authorize prior employers or references to give The Cone of West Chester, Inc. any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties for all liability for any damage that may result from information released.

I authorize The Cone of West Chester, Inc. to make a thorough investigation concerning my character, general reputation, employment background, education, activities, and to check all information furnished by me on this application form. This information will not be used for any discriminatory purpose.

Date _____ Applicant Signature _____

PARENT: PLEASE READ CAREFULLY BEFORE SIGNING

I am in favor of having my son/daughter work at The Cone of West Chester, Inc., and understand that he/she is required to adhere to the schedule as posted. Some switching of shifts with other employees is permitted and certain regularly scheduled activities (ex: piano lessons) will be considered when making the schedule. If, however, the employee's other activities become, in the sole opinion of the management of The Cone of West Chester, Inc., excessive, then the management of The Cone of West Chester, Inc.

reserves the right to terminate the employee.

Date _____

Parent Signature _____