



Employment Application Form

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

Tortillas Grill & Cantina is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, or disability.

Date: ____/____/____

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Telephone: (____) _____ - _____

Are you over 18 years of age? ____ Yes ____ No

If "NO", can you provide proof of eligibility to work? ____ Yes ____ No

If after employment, can you submit verification of your legal right to work in the United States? ____ Yes ____ No
(Proof of eligibility will be required if hired.)

Employment Desired: ____ Full Time Only ____ Part Time Only ____ Full or Part Time

Please specify the days and hours available.

Monday	_____ hrs	→	_____ Morning	_____ Afternoon/Evening	_____ Both
Tuesday	_____ hrs	→	_____ Morning	_____ Afternoon/Evening	_____ Both
Wednesday	_____ hrs	→	_____ Morning	_____ Afternoon/Evening	_____ Both
Thursday	_____ hrs	→	_____ Morning	_____ Afternoon/Evening	_____ Both
Friday	_____ hrs	→	_____ Morning	_____ Afternoon/Evening	_____ Both
Saturday	_____ hrs	→	_____ Morning	_____ Afternoon/Evening	_____ Both

Position Desired: _____

Date available to start work: ____/____/____

LANGAUGE PROFICIENCY

English → ____ Fluent ____ Limited

Spanish → ____ Fluent ____ Limited ____ Not At All

Other language (specify): _____ → ____ Fluent ____ Limited

EDUCATION

University / College
Name of Institution: _____

Degree(s) / Major(s): _____ Year of Graduation: _____

High School
Name of Institution: _____ Year of Graduation: _____

Other applicable training / skills: _____

More questions on the back! →

Have you ever been convicted of a felony? ____ Yes ____ No

A conviction record will not necessarily disqualify you from employment. If yes, please explain the nature of offense(s).

WORK EXPERIENCE

Please list your work experience(s) beginning with your most recent job held.

Name of Employer: _____ Job Title: _____

Employment Dates: [Start]____/____/____ [End] ____/____/____

City: _____ State: _____ Zip Code: _____

What job duties did you perform? _____

Reason for leaving? _____

Prior Employer: _____ Job Title: _____

Employment Dates: [Start]____/____/____ [End] ____/____/____

City: _____ State: _____ Zip Code: _____

What job duties did you perform? _____

Reason for leaving? _____

Prior Employer: _____ Job Title: _____

Employment Dates: [Start]____/____/____ [End] ____/____/____

City: _____ State: _____ Zip Code: _____

What job duties did you perform? _____

Reason for leaving? _____

PLEASE READ - APPLICATION FORM WAIVER

I acknowledge and agree that the acceptance of neither this application nor any subsequent entry shall serve to create an actual or implied contract of employment. I acknowledge all information provided to be true and I authorize investigation of all statements contained in this application. I understand that any misrepresentations in this application or any attachment, or any omission of material fact is grounds for automatic dismissal if employed. I hereby give Tortillas Grill & Cantina permission to contact schools, all previous employers (unless otherwise indicated), references, and others, and hereby release the Tortillas Grill & Cantina from any liability as a result of such contact.

I understand that Tortillas Grill & Cantina is an "at-will" employer. "At-will" employment means that both Tortillas Grill & Cantina and I have the right to terminate the employment at any time, with or without notice and with or without cause. The employment at-will relationship cannot be altered except by a written instrument signed by the general manager of Tortillas Grill & Cantina and me, and specifically identified as an amendment to the employment at-will relationship.

Additional information may be required including social security number, name and contact information of supervisors of prior employers, and references, among other information, to complete application process. Tortillas Grill & Cantina agrees not to distribute any information provided, unless required by law, to other parties and maintain applicant's personal information confidential. If employed, I understand that Tortillas Grill & Cantina may unilaterally change or revise their benefits, policies and procedures.

Signature of applicant: _____ **Date:** _____

Thank you for completing this application form and for your interest in Tortillas Grill & Cantina.