



Application for Employment

Ben's considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, Ben's complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Ben's also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws.

POSITION APPLIED FOR		DATE	
LAST NAME		FIRST NAME	
CURRENT ADDRESS		STORE	MANAGER
CITY	STATE	ZIP	APT #
TELEPHONE NUMBER (____) _____-_____		REFERRED BY	

Are you over the age of 18? Yes No If you are under 18, state your age: _____

Do you want to work? Full Time Part Time Are you willing to work overtime as necessary? Yes No

If part time, specify days and hours: Days: MON _____ to _____ TUE _____ to _____ WED _____ to _____

THURS _____ to _____ FRI _____ to _____ SAT _____ to _____ SUN _____ to _____

Date you can start: ___/___/___ Salary desired: \$_____

Have you ever been employed by us? Yes No If yes, when? ___/___/___ to ___/___/___

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? Yes No If yes, please explain:

Have you ever been convicted of a crime?* Yes No If yes, state nature of offense, when, where, and disposition.

*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Are you authorized to work for all employers in the United States on a full-time basis, or only for your current employer? **

All employers Current employer only

**Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

State name(s) of any relative(s) in our employ and your relationship to them:

RECORD OF EDUCATION					
SCHOOL	CITY/STATE	COURSES OF STUDY	HOW MANY YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA OR DEGREE RECEIVED
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	

PRIOR WORK HISTORY (List in order, last or current employer first.) Account for any gaps in your employment.				
DATES	NAME & ADDRESS OF EMPLOYER	PAY RATE	WHAT DID YOU DO?	REASON FOR LEAVING
___/___/___ to ___/___/___				
___/___/___ to ___/___/___				
___/___/___ to ___/___/___				

MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces? Yes No

If yes, do you have other than a dishonorable discharge? Yes No

SKILLS (that you believe are related to the job for which you are applying)

Would you be willing to drive if required for the job? YES NO Do you have a clean, valid N.Y.S. driver's license? YES NO

Are there any other, experiences, skills, licenses, certificates or abilities that you feel especially qualify you for work with our company?

YES NO IF YES DESCRIBE: _____

PERSONAL REFERENCES (excluding relatives)

NAME	OCCUPATION	DATES KNOWN	ADDRESS	TELEPHONE
		____/____ to ____/____		
		____/____ to ____/____		
		____/____ to ____/____		

PREEMPLOYMENT STATEMENT

(Please read carefully and sign the statement below)

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or, if employed termination from Ben's employ.
2. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Ben's. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to Ben's.
3. In processing my application for employment, the company may verify all the information provided by me. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record. This may include a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
4. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the company or myself. I further understand that no manager or representative of the company, other than the President, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the individual designated above.
5. **I WILL MAINTAIN A POSITIVE WORK ATMOSPHERE BY BEHAVING AND COMMUNICATING IN A MANNER SO THAT I GET ALONG WITH CUSTOMERS, CO-WORKERS AND SUPERVISORS AND WORK AS A TEAM PLAYER GIVING EXCEPTIONAL CUSTOMER SERVICE.**

Signature _____ Date ____/____/____

FOR STORE USE ONLY COMMENTS

