



APPLICATION FOR EMPLOYMENT

Hi, thanks for downloading our employment application; we look forward to receiving your completed application and meeting you in person. Please follow the instructions on this page so that you are able to save and email your application correctly.

*When you complete the form please email it to **inedajob@thetomatohead.com**.*

REQUIREMENTS

- Adobe Reader or Adobe Acrobat Reader DC
- Do not attempt to complete fillable forms within your internet browser.
- Mac users must install Adobe Acrobat/Reader. Mac Preview will not work with fillable PDF forms.

COMPLETING THE APPLICATION IN MAC OSX

OSX by default uses the application 'Preview' to render forms instead of Acrobat Reader. 'Preview' does not support PDF forms, therefore will not work while being used in this program.

1. Install the most recent version of Adobe Reader (<http://get.adobe.com/reader>)
2. Save the form to your local drive on your own computer and note the location of the saved file. (ex. Downloads)
3. Open the Adobe Acrobat/Reader application
4. On the Acrobat Reader menu, go to File->Open. Open the file from the location in which you saved it. The form will not work if you simply double-click it, unless Acrobat/Reader is already your default PDF viewer.
5. Complete the form and save the changes before emailing or printing.

COMPLETING THE APPLICATION IN WINDOWS

1. Install the most recent version of Adobe Reader (<http://get.adobe.com/reader>)
2. Save the form to your local drive on your own computer and note the location of the saved file. (ex. My Documents)
3. Open the Adobe Acrobat/Reader application
4. On the Acrobat Reader menu, go to File->Open. Open the file from the location in which you saved it.
5. Complete the form and save the changes before emailing or printing.

Employment Application



APPLICANT INFORMATION

Today's Date _____

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ Apartment/Unit # _____

City _____ State _____ Zip _____

Phone _____ Email _____

AVAILABILITY

Let us know when you can work (check each box where you are available)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Lunch							
Dinner							

When can you start? _____

What do you expect your starting pay to be? _____

What title or words would you use to describe yourself in your current or former job?

EDUCATION

Please check the highest level of education you have reached

- High School Diploma or GED
- Completion of trade school (enter type of school) _____
- Some college or junior college study
- Associates or Bachelor's Degree
- Some graduate school
- Graduate School Degree

BACKGROUND INFO

What are your plans for the next six months?

If any of your plans in the next 3 months would require time off from work please list the dates and reasons you would need off.

If you are currently employed, why are you seeking a change?

If you are in school what are you studying?

Why do you want to work at Space Head?

If you were a planet which one would you be and why?

In the past month have you done anything to improve a situation or process, either personally or professionally? If so, please explain.

If you are applying for a kitchen position briefly describe your experience in the following areas (leave any blank where you have no experience)

Prep: _____

Sandwich: _____

Fryer: _____

Answer the following question if you are applying for server or counter position:

You are taking a customer's order who is standing at the to-go counter. The phone starts ringing; you are the only one at the counter. How would you handle the situation?

PREVIOUS EMPLOYMENT

1. Name of Business _____ Phone _____

City and State _____ Supervisor _____

Position _____ Starting Salary _____ Ending Salary _____

Month/Year Hired _____ Month/Year Left _____

Reason for leaving: _____

Responsibilities and Accomplishments:

2. Name of Business _____ Phone _____

City and State _____ Supervisor _____

Position _____ Starting Salary _____ Ending Salary _____

Month/Year Hired _____ Month/Year Left _____

Reason for leaving: _____

Responsibilities and Accomplishments:

3. Name of Business _____ Phone _____

City and State _____ Supervisor _____

Position _____ Starting Salary _____ Ending Salary _____

Month/Year Hired _____ Month/Year Left _____

Reason for leaving: _____

Responsibilities and Accomplishments:

DISCLAIMER AND SIGNATURE

Note: The Space Head does not allow smoke breaks during shifts.

I certify that the information above is complete and accurate to the best of my knowledge. I authorize the individuals, companies, and agencies concerned to provide this company and its agents with all information necessary to verify the statements I have made in this application, and I release them from any liability for so doing. I understand I must receive satisfactory references from previous employers before an offer of employment can be made. I understand that incomplete or unsigned applications will not be considered and that false, incomplete, or misleading statements are grounds for my immediate discharge.

Signature _____ Date _____

To save, click the disk icon in the toolbar or choose File > Save As > PDF

After saving your completed application please attach to an email and send to ineedajob@thetomatohead.com