



10531 Martin Luther King Jr. Hwy Suite 300
 Phone (301)809-2988

Bowie, Maryland 20720
 Fax (301)809-3131

Employment Application

Personal Data

Name (Last)		First	Middle		
Street Address		City	State	Phone	Email

Position Applying For	Full Time	Part Time	Summer	Temp
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Wage Expected	Date Available to Start	Are You Eighteen Years or Older?		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Have You Previously Applied for Employment	If Yes, When and	Were you Interviewed?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Are You Related To, or the Member of the Same Household as any Associate Employed by any Grace's Restaurant?	Contact Info
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are You a Citizen of the U.S. or Have a Legal Right to Work in the U.S.
<input type="checkbox"/> Yes <input type="checkbox"/> No

Any offer of employment is conditional upon completeing form I-9 and providing documents establishing Identity and work authorization

Have You Used Any Other Name Than The One Listed (for identification purposes)	If Yes, List:
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Have You Ever Been Convicted of a Crime Other Than a Minor Traffic Violation	If Yes When?	Where?
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Nature and Disposition of Conviction?

Availabilty

When Are You Available to Work?	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

What Would Your Ideal Work Schedule Be?	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Employment History

List all present and past employment. Beginning with your most recent for the last five years.
Please attach additional sheets if necessary.

Company Name/ Address/ Telephone Number:				Immediate Supervisor:	
Your Job Title or Position:					
Your Job Title or Position:					
Dates Employed					
From(mm/ yy)	To (mm/yy)	Starting Wage or Salary:	Present/Final Wage or Salary:	If Still Employed, May We Contact Your Present Supervisor?	
				Yes	No
Reason for leaving:					
Describe your duties:					
Company Name/ Address/ Telephone Number:				Immediate Supervisor:	
Your Job Title or Position:					
Your Job Title or Position:					
Dates Employed					
From(mm/ yy)	To (mm/yy)	Starting Wage or Salary:	Present/Final Wage or Salary:	If Still Employed, May We Contact Your Present Supervisor?	
				Yes	No
Reason for leaving:					
Describe your duties:					
Company Name/ Address/ Telephone Number:				Immediate Supervisor:	
Your Job Title or Position:					
Your Job Title or Position:					
Dates Employed					
From(mm/ yy)	To (mm/yy)	Starting Wage or Salary:	Present/Final Wage or Salary:	If Still Employed, May We Contact Your Present Supervisor?	
				Yes	No
Reason for leaving:					
Describe your duties:					
Company Name/ Address/ Telephone Number:				Immediate Supervisor:	
Your Job Title or Position:					
Your Job Title or Position:					
Dates Employed					
From(mm/ yy)	To (mm/yy)	Starting Wage or Salary:	Present/Final Wage or Salary:	If Still Employed, May We Contact Your Present Supervisor?	
				Yes	No
Reason for leaving:					
Describe your duties:					

Educational Data

	Name & Address of School	Dates Attended		Graduated	Date
		From	To		
High School				Yes	
				No	
College/Other				Yes	
				No	
Graduate School				Yes	
				No	
Major:		Minor:			

Information Required to Secure Records and All Pertinent Data From School Officials

Are You Presently Enrolled In School?	If Yes, Where Are You Enrolled?	Day	Evening
Yes			
No			

Other Accomplishments

Please list any other job related accomplishments, professional distinctions, certifications, or verifiable volunteer work

Military History

Branch of Service	Date of Service	
	From	To

Did You Receive any Military Training Related to the Job for Which You Are Applying?	Yes	
	No	

If Yes, Please Describe:

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Personal References

Name	Address	Occupation/Telephone No.

Signature

Please Read Carefully Before Signing

By my signature below, I affirm that I have read and understand this application, that I have not withheld any information requested, and that any statements I have made are true and correct. I understand that any omissions or misrepresentation of fact in this application may result in refusal or separation from employment.

I authorize verification and investigation of the statements made on this application and of my employment history.

If I am accepted for employment, I understand and agree that such employment will be at will and may be terminated by either party at any time with or without reason and with or without prior notice. I further understand and agree that the will employment status constitutes the entire understanding between me and the company regarding the right and ability of either party to terminate employment, and that this at-will status cannot be changed except through a written understanding signed by the Managing Director of the Company.

Signature

Date

Grace's is committed to maintaining a smoke-free and drug free workplace. The company reserves the right to administer drug tests to applicants and employees to the extent permitted by law

Applicants will receive consideration without regard to race, color, sex, marital status, sexual orientation, religion, age, national origin, disability, handicap, veteran status, or any other protected category. Reasonable accommodations will be provided in accordance with law.

Grace's is an equal opportunity employer. No question on the application is intended for the purpose of limiting or excluding any applicants consideration for employment on a basis prohibited by local, state, or federal law.