

**Please Print**

**General Information**

Name _____					
_____	_____	_____	_____	_____	
	Last	First	Middle	Former Names Used	
Address: _____					
_____	_____	_____	_____	_____	_____
	No.	Street	City	State	Zip
Home Telephone ( ) _____			Business Telephone ( ) _____		
Driver's License No. _____		State Issued _____	SS Number _____		

**Employment Desired**

Position applying for _____		Salary or Pay Rate desired: _____
Are you applying for:	Regular full-time work? .....	YES / NO
	Regular part-time work?.....	YES / NO
	Temporary work, i.e. summer or holiday work?.....	YES / NO
What days and hours are you available for work? _____		
If applying for temporary work, during what period of time will you be available? _____		
Are you available for work on weekends? .....		YES / NO      Would you be available to work overtime, if necessary? .....
		YES / NO
If hired, on what date can you start work? _____		

**Personal Information**

Have you ever applied to or worked for Takamiya Market before? .....		YES / NO
If yes, when? _____		
Do you have any friends or relatives working for Takamiya Market? .....		YES / NO
If yes, please state name and relationship _____		
Why are you applying for work at Takamiya Market? _____		
_____		
If hired, would you have a reliable means of transportation to and from work?.....		YES / NO
Are you at least 18 years old?.....		YES / NO
(If under 18, hire is subject to verification that you are of minimum legal age and possess a valid work permit if applicable.)		
If hired, can you present evidence of your U.S. Citizenship or proof of your legal right to live and work in this country? .....		YES / NO

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?..... YES / NO  
 If no, describe the functions that cannot be performed \_\_\_\_\_

(Note: We comply with the ADA and applicable state law and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

**Education**

School	Name and Address	No. of years completed	Did you graduate?	Degree or Diploma
High School			YES / NO	
College/University			YES / NO	
Other			YES / NO	

**Employment History - You must complete this section even if attaching a resume**

Please list below all present and past employment starting with your most recent position (last 5 years is sufficient). Use the back of the form if you need more room. Account for all periods of unemployment. Include Military experience.

Current Employer	May we contact them .....YES / NO	Phone ( )	Employed From	Employed Until
Name	Type of Business		mo. year	mo. year
Address		Your Job Title	Hourly Rate/ Salary	
No. Street				
City	State Zip	Reason for leaving	Supervisor (Name and Title)	
Describe what you did				

Previous Employer	May we contact them .....YES / NO	Phone ( )	Employed From	Employed Until
Name	Type of Business		mo. year	mo. Year
Address		Your Job Title	Hourly Rate/ Salary	
No. Street				
City	State Zip	Reason for leaving	Supervisor (Name and Title)	
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No. Street				
City	State Zip	Reason for leaving	Supervisor (Name and Title)	
Describe what you did				

Previous Employer		May we contact them .....YES / NO	Phone ( )	Employed From	Employed Until
Name	Type of Business			mo. year	mo. Year
Address		Your Job Title		Hourly Rate/ Salary	
No. Street					
City	State	Zip	Reason for leaving		Supervisor (Name and Title)
Describe what you did					

**REFERENCES – Include at least one supervisor and do not include friends or relatives**

List 3 people we may contact who are qualified to evaluate your work performance and/or capabilities within the past 3 years.

Name	Address	Phone	Relationship	No. years acquainted
	No. Street City State Zip	( )		
	No. Street City State Zip	( )		
	No. Street City State Zip	( )		

**Please Read Carefully, Initial Each Paragraph, and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Takamiya Market to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, continued employment, or promotion including but not limited to relevant medical & drug testing, social security number verification, motor vehicle record, and credit report (additional release forms may be necessary). I further understand that as a condition of employment I may be asked to provide information regarding any previous criminal convictions and that a criminal background check may be conducted. I further authorize the references I have listed to disclose to Takamiya Market any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Takamiya Market, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview, is intended to create a promise to hire or an employment contract between Takamiya Market and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Takamiya Market, and that no promises or representations contrary to the foregoing are binding on Takamiya Market unless made in writing and signed by me and Takamiya Market's designated representative. My continued employment is dependent upon satisfactory performance and the continued need for my services as determined by Takamiya Market.

**Date** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

**ACTION TAKEN:**    Not qualified for any position \_\_\_\_\_    No position currently available \_\_\_\_\_    Interview date \_\_\_\_\_  
                                 Other \_\_\_\_\_