



4210 Primrose Avenue • Baltimore, MD 21215
 office: 410-358-1101 • fax: 410-764-6562
 www.forumcaterers.com

EMPLOYMENT APPLICATION

PLEASE PRINT ANSWERS USING INK PEN

PERSONAL INFORMATION

Date: _____

Name (Last, First, Middle Name) _____

Address (include City, State, Zip) _____

Telephone _____

Alternate Telephone _____

Federal law prohibits the employment of persons ineligible to work in the United States. Within three days of being hired, all persons must provide original document(s) that establish identity and employment eligibility. Failure to submit such proof within the required time shall result in immediate employment termination.

Position(s) applying for: 1. _____ Desired salary \$ _____
 2. _____ Desired salary \$ _____

Have you applied with us before? _____ If yes, give date: _____ Under what name: _____
 Have you been employed by us before? _____ If yes, give dates: _____ Under what name: _____

Is there any information we would need about your name or use of another name for us to be able to check your previous records? Please Specify: _____

List any friends or relatives employed by us: _____

Are you under 18 years of age? Yes No. If yes, employment is subject to verification that you are of minimum legal age to work.

Work desired: Full-time Part-time
 Specific days & hours: _____

If hired, on what date will you be available to start work? _____

Do you have any objection to working overtime? Yes No
 Can you work overtime without prior notice? Yes No
 Can you work on Saturday? Yes No
 Can you work on Sunday? Yes No

How did you learn of this opening (newspaper, friend, etc.)? _____

EDUCATIONAL BACKGROUND

School	Name & Address of School	Years Attended	Major Subject	Diploma/Degree?
High School				
College or University				
Other Training				

EMPLOYMENT HISTORY - May we contact your present/most recent employer? _____

Employer (Present or most recent)	Telephone	From	To
Address (include City, State, Zip)	Supervisor Name:		
Your Job Title	Wage/Salary: \$ _____ per _____		
Summarize job responsibilities			
Reason for leaving:			
Employer	Telephone	From	To
Address (include City, State, Zip)	Supervisor Name:		
Your Job Title	Wage/Salary: \$ _____ per _____		
Summarize job responsibilities			
Reason for leaving:			
Employer	Telephone	From	To
Address (include City, State, Zip)	Supervisor Name:		
Your Job Title	Wage/Salary: \$ _____ per _____		
Summarize job responsibilities			
Reason for leaving:			

Use a separate sheet to list additional employers.



AUTHORIZATION AND GENERAL RELEASE

Thank you for applying to The Forum Caterers, Inc. for this position. Before signing this application form, you are encouraged to ask for assistance if you have any questions or don't understand any part of this application form.

I understand that any misrepresentation, falsification or omissions of information on this application or on any document used to secure employment shall be sufficient grounds for rejection of this application or immediate termination, regardless of the time elapsed before discovery. Any offer of employment is contingent upon verification of the information I have provided. This application is not an employment contract.

I understand that, unless otherwise defined by applicable law, any employment relationship with The Forum Caterers, Inc is of an "at will" nature, which means that each employee and the Company each retain the right to terminate the employment relationship at any time with or without cause.

I understand that as a condition of employment that I may be required to submit to a drug screening. Any offer of employment may be contingent on positive references, a criminal and/or consumer credit background investigation, and my successfully passing the drug test. I agree to submit to such tests and authorize The Forum Caterers, Inc. or its designee to contact my schools and former employers for references regarding my education, work performance and other information concerning my previous employment, including the dates of my employment, my job titles and responsibilities, and my compensation.

I hereby authorize all individuals, schools, firms, military services, and credit and law enforcement agencies to provide The Forum Caterers, Inc. with the requested information, and I release them from all damage in providing this information.

I hereby acknowledge that I have read the aforementioned statements and understand that any violation may result in the termination of my employment.

Signature of Applicant _____ Date _____

NOTE: The Provisions of the Fair Credit Reporting Act may be applicable if a credit report in connection with the routine processing of your application is obtained and considered.

For Company Use Only--Do Not Write in This Space