

APPLICATION FOR EMPLOYMENT



Over The Bar Bicycle Cafe is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.

Please complete entire application to ensure processing.

PERSONAL INFORMATION (Please print)					
Name	Last	First	Middle	Social Security/Social Insurance Number	Date (M/D/Y)
Other names you are known by _____ Are you less than 18 years of age? Yes ___ No ___ Less than 21? Yes ___ No ___					
U.S. Applicant Only: Are you legally eligible for employment in the U.S.? Yes ___ No ___ (All new hires will be required to provide proof of eligibility to work in the U.S.)			Have you been convicted of a crime in the last seven (7) years? Yes ___ No ___ If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.		
Present Address	Street		City	State/Province	Zip Code/Postal Code
Permanent Address	Street		City	State/Province	Zip Code/Postal Code
Phone Number	Daytime	Evening	Referred By		

EMPLOYMENT DESIRED (Please keep in mind that the availability of hours may vary.)							
Position	Date You Can Start						
Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you able to work overtime? _____							

EDUCATION	Name and Address of School	Circle Last Years Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post College		1 2 3 4	Y N	
Trade, Business, or Correspondence School		1 2 3 4	Y N	

List skills relevant to the position applied for: _____

SKILLS For Office/Administrative positions only

Typing WPM: _____ 10-Key: Yes No

Computer Proficiency: Word for Windows Excel Others: _____

Why would you like to work for OTB Bicycle Cafe?

FORMER EMPLOYERS

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (M/D/Y)

1

From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				

Duties Performed

Supervisor's Name _____ Phone Number _____ May We Contact? _____

2

From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				

Duties Performed

Supervisor's Name _____ Phone Number _____ May We Contact? _____

3

From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				

Duties Performed

Supervisor's Name _____ Phone Number _____ May We Contact? _____

4

From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				

Duties Performed

Supervisor's Name _____ Phone Number _____ May We Contact? _____

REFERENCES

Give below the names of three professional references, whom you have known at least one year.

	Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?
1				
2				
3				

I hereby authorize OTB Bicycle Cafe to investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by OTB Bicycle Cafe to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal.

Date _____ Signature _____

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO HIRING A DIVERSE WORKFORCE.**