



APPLICATION FOR EMPLOYMENT

APPLICANT MAY BE TESTED FOR ILLEGAL DRUG

LEE'S SANDWICHES WEST COVINA

1465 PLAZA DRIVE WEST COVINA, CA 91790

TEL (626) 338-1888 FAX (626) 338-0999

EMAIL INFO@LEESANDWICHES.COM

PERSONAL INFORMATION

Name (last, first and middle)				Social Security Number		Date of Application	
Present Address		Street / Apt. No.		City	State	Zip Code	Phone Number
Permanent Address (if different)		Street / Apt. No.		City	State	Zip Code	Cell Phone Number
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			If hired, can you provide proof that you are allowed to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
In case of emergency, contact name				Phone Number		Relationship	

EMPLOYMENT DESIRED

Position		Date you can start		Salary desired		Available to work <input type="checkbox"/> Full time <input type="checkbox"/> Part time		Location / City	
Please indicate days and hours that you are available to work			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Have you ever worked for Lee's Sandwiches before? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Where?		When?		Who referred you to our Company?					
Exact reason(s) for leaving				Name of last supervisor at our Company					

EMPLOYMENT HISTORY – List former employers, starting with the most recent. Attach additional sheet if necessary.

Name and address of employer Phone Number	Starting Month/year	Leaving Month/year	Starting salary	Final Salary	Job title	Name/title of immediate supervisor. May we contact?
Descriptions of work						
Exact reason(s) for leaving						
Descriptions of work						
Exact reason(s) for leaving						
Descriptions of work						
Exact reason(s) for leaving						

EDUCATION

High School	Location	No. of years attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major/minor studied
College	Location	No. of years attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major/minor studied
Graduate School	Location	No. of years attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major/minor studied
Trade or Technical School	Location	No. of years attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major/minor studied

PERFORMANCE OF JOB-RELATED FUNCTIONS

Are you able to perform the essential functions of the job for which you are applying with or without accommodation? Yes No

CRIMINAL HISTORY – A conviction (felonies or misdemeanors) will not necessarily disqualify an applicant.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If Yes, please explain

REFERENCES – Please give names of three persons not related to you whom you have known at least one year.

Name	Address	Phone	Years Acquainted

AUTHORIZATION – Please read carefully before signing the application

By signing the application, I understand that any **false information or significant omissions will disqualify me from further consideration for employment**, and will be a justification for my dismissal from employment, if discovered at a later day. I give permission for a pre-employment drug screening exam and a complete employment background check.

I also understand and acknowledge that **my employment will be at-will**, and may be terminated with or without cause, and with or without notice, at any time at the option of myself or the Company.

Lee's Sandwiches is an equal employment opportunity employer.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Interviewed by / Title	Date	Hired? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Remarks

Hire Date	Start Date	Position	Pay rate
Shift <input type="checkbox"/> Day <input type="checkbox"/> Night	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	Hours/week	Loc./Store
Work Schedule	Mon	Tue	Wed
	Thu	Fri	Sat
	Sun		