

PONCHO'S

MEXICAN FOOD + CANTINA

EMPLOYMENT APPLICATION

We are always hiring outgoing and reliable people. If you are a team player and great with people, we want you to join our team! Print and complete this application and drop it off at Poncho's.

PERSONAL INFORMATION (PLEASE PRINT CLEARLY)

Last Name _____ First Name _____ M.I. _____

Today's Date _____ Email _____

Street/PO BOX _____ Apt # _____ City _____

State _____ Zip Code _____ Social Security # _____

Day Phone _____ Evening Phone _____
Number _____ Phone _____

Do you have reliable transportation to and from work during our hours of operation? Yes ___ No ___

Are you applying for a full-time or part-time position?
Full-time ___ Part-time ___

How many hours per week do you want to work?
Min ___ Max ___

Position Applying For (circle position):
Assistant Manager Take Out Manager Day Counter Day Kitchen Busser Host/Hostess
Night Counter Night Kitchen Bartender Food Server

ADDITIONAL INFORMATION

1. If hired, can you submit documents to prove your legal right to work in the U.S.? Yes ___ No ___
2. Are you of legal age to serve alcohol? (Arizona minimum age is 19) Yes ___ No ___
3. We do not permit smoking while on duty. Are you willing to comply? Yes ___ No ___
4. We do not tolerate drug or alcohol use before or during work. Are you willing to comply? Yes ___ No ___
5. Have you ever worked for Poncho's in the past? Yes ___ No ___ If yes, what was the reason for leaving?

6. How many jobs have you had in the past year? _____ Past 2 years _____

7. What were the circumstances for leaving each job? _____

8. What is the minimum amount of pay expected? \$ _____ / Hour

*9. Have you been convicted of a felony that has not been annulled, expunged or sealed by the court? Yes ___ No ___
(conviction will not necessarily disqualify an applicant from employment, but will be considered in the context of the entire application and position(s) applied for.)

*10. Would you be willing to work flexible hours (including weekends)? Yes ___ No ___

*11. Are you willing to work holidays? Yes ___ No ___

*12. Please indicate days you are not available:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
_____	_____	_____	_____	_____	_____	_____

13. If hired, what notice do you need to give your current employer? _____

14. What date would you be able to start? _____

15. We have dress and hygiene requirements for both our dining room and kitchen staff.
Would you be willing to follow our appearance guidelines? Yes ___ No ___

EMPLOYMENT HISTORY

Current or Most Recent Employer:

Name of Employer _____ Address/Location _____

May we contact this employer? Yes ___ No ___ If no, please explain: _____

Supervisor's Name _____ Phone Number _____

Length of Employment From _____ To _____ Position Held _____

Description of Duties _____

Hourly Pay Rate	Start _____	Last _____	Hours Worked Per Week _____	Reason for Leaving _____
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Previous Employer:

Name of Employer _____ Address/Location _____

May we contact this employer? Yes ___ No ___ If no, please explain: _____

Supervisor's Name _____ Phone Number _____

Length of Employment From _____ To _____ Position Held _____

Description of Duties _____

Hourly Pay Rate	Start _____	Last _____	Hours Worked Per Week _____	Reason for Leaving _____
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Emergency contact information: Name _____ Phone _____

If employed, I hereby agree to abide by all policies and rules of Poncho's. I hereby state that the information given in this application is true in all aspects. I agree that if employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time.

SIGNATURE _____ DATE _____

* You may omit any information indicating legally protected characteristics.
Confidential property of Poncho's.