

APPLICATION FOR EMPLOYMENT

**Sergio's values diversity and considers qualified applicants for all positions without regard to race, color, religion, gender, national origin, age, disability or marital status, and/or any other federal, state, or local statute that addresses employment practices.**

**Instructions:** Please complete this form in ink. **Fill in all information requested, even if attaching a resume.** If you require additional space for answers, please use an additional sheet of paper. Incomplete applications will be discarded. Applications for employment are considered active for 90 days.

Last Name		First Name		Middle Name	
Address			City	State	Zip
Telephone Number (s) Home:			Social Security Number		
Cellular:					

Position(s) applied for:	Salary Desired:	
How did you learn about Sergio's ?		
Newspaper Advertisement <input type="checkbox"/>	Employee Referral <input type="checkbox"/>	Walk-In <input type="checkbox"/>
Employment Agency <input type="checkbox"/>	School <input type="checkbox"/>	Other <input type="checkbox"/>
Name of Company/Employee who referred you (if appropriate):		

If not a U.S. Citizen, are you lawfully permitted to be employed in the United States?.....  Yes  No

If you are under 18 years of age, can you provide required work permits?.....  Yes  No

Have you ever been employed with us before?.....  Yes  No

If Yes, give dates \_\_\_\_\_ State name while employed (If different from present) \_\_\_\_\_

Do you presently have any relatives working for Sergio's? .....  Yes  No

If Yes, please state name \_\_\_\_\_ Relationship \_\_\_\_\_

Employment desired:  Full Time  Part Time  Shift Work  Temporary

With our without accommodation, are you able to perform the essential job functions of the position for which you are applying?.....  Yes  No

- Have you ever been convicted of any criminal offense, including, but no limited to robbery, embezzlement, forgery, use, possession or sale of drugs, tax evasion, DUI, or any criminal offence involving dishonesty or breach of trust? .....  Yes  No
- Have you ever been charged with a crime and pleaded nolo contendere, had adjudication withheld, or pleaded nolo pross to include, but not limited to, any criminal offense listed above? .....  Yes  No

If yes, please state type of offense, remoteness of the offence and, time, disposition and any rehabilitation in the lines provided below. (Conviction of a crime, or pleading nolo pross, nolo contendere, and/or adjudication withheld will not necessarily be a bar to employment.) The above factors may be taken into account in determining the effect on suitability for employment.

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(Should you need additional writing space, please feel free to use back of application.)

## EDUCATION

	Name and Locations	Did you Graduate?	Degree Earned	G.P.A (optional)
High School				
College				
Graduate School				
Other				

## SKILLS

Please indicate the skills/equipment on which you have experience

- |  |  |                                     |                                |
|--|--|-------------------------------------|--------------------------------|
| <input type="checkbox"/> MS Word       | <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Peachtree  | <input type="checkbox"/> _____ |
| <input type="checkbox"/> MS Excel      | <input type="checkbox"/> Typing wpm _____  | <input type="checkbox"/> QuickBooks | <input type="checkbox"/> _____ |
| <input type="checkbox"/> MS Access     | <input type="checkbox"/> Accounting        | <input type="checkbox"/> _____      | <input type="checkbox"/> _____ |
| <input type="checkbox"/> MS Powerpoint | <input type="checkbox"/> MS Project        | <input type="checkbox"/> _____      | <input type="checkbox"/> _____ |

## LANGUAGE

Please indicate any foreign language you can speak, read, and/or write

Language	Fluent	Good	Fair

## REFERENCES

Provide references who are not relatives or friends – please provide names of two direct supervisors for whom you worked

Name	Address	Telephone	Occupation	Years Known

## EMPLOYMENT EXPERIENCE

***START WITH YOUR PRESENT AND MOST RECENT EMPLOYMENT***

Employment Dates Month/Year	Place of Employment	Salary	Type of Business	Position Type of Work
From:	Name Phone:	Start		
To:	Address	Final		
Reason for leaving or desire to leave:			Supervisor's Name	

Employment Dates Month/Year	Place of Employment	Salary	Type of Business	Position Type of Work
From:	Name Phone:	Start		
To:	Address	Final		
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Employment Dates Month/Year	Place of Employment	Salary	Type of Business	Position Type of Work
From:	Name Phone:	Start		
To:	Address	Final		
Reason for leaving or desire to leave:			Supervisor's Name	

**EMPLOYMENT REFERENCES:**

Have you ever been discharged or requested to resign from a position.....  Yes  No

If YES, explain:

May we contact your present or previous employer(s)? .....  Yes  No

Have you held a position requiring trust (ex. Handling money, confidential information, etc?).....  Yes  No

If YES, explain: \_\_\_\_\_

**CERTIFICATION AND AGREEMENT**

Please read the following statements carefully before signing.

As part of Sergio's employment procedures, a routine background investigation may be made by an independent consumer-reporting agency. As part of this background investigation, I agree to the following, if requested:

- To have my credit record checked for employment purposes
- To have my driving record checked for employment purposes.
- To have a criminal record history check.
- To submit to a test for the presence of drugs, narcotics or alcohol.
- To allow a verification of previous employment and personal references.
- To be fingerprinted and to have my fingerprint record processed by law enforcement agencies.

I understand that these procedures could take place prior to or at any time subsequent to my employment.

If the background, or any subsequent investigation discloses any misrepresentation or falsification on the application form or information indicating that I am not suited for employment with Sergio's, I will be refused employment, or, if already employed, terminated.

***I understand and agree that, if hired, my employment with Sergio's IS AT WILL and for no definite period and I may be terminated at any time for any reason without notice (unless required by law. Please Initial Here:***

I understand that all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description relating to the business of Sergio's or to anyone with whom Sergio's has dealings, constitute privileged information and is to be treated in a strictly confidential manner. I understand and agree that, should I be employed by Sergio's, I will not, at any time, communicate or reveal any business of Sergio's, or to anyone outside Sergio's. I understand and agree that Sergio's has a zero tolerance policy for workplace violence. I also understand that any violation of the forgoing shall be sufficient grounds for termination of my employment.

I understand that I may be asked to voluntarily submit to a polygraph examination as part of an on-going investigation if Sergio's has sustained an economic loss or injury as result of actions such as theft or embezzlement.

In the event that I am employed by Sergio's , I will comply with all rules and regulations as set forth in Sergio's policy manual or other communications distributed to all employees. If I should seek additional employment, I will notify Sergio's in writing of said additional employment, and that should there be any conflict of interest or work for a competitor, Sergio's may advise me that should I accept this additional employment, I may no longer be able to be employed at Sergio's .

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

This document is not a contract, and no statements made by any representative of Sergio's should be considered a contract. Employment is AT WILL and may be terminated at any time, with or without notice, by either party.

I understand that I have no expectations of privacy with regards to any property owned or operated by Sergio's. . I understand that Sergio's has the right to inspect, at any time, with or without notice, the following: premises, equipment, storage, desks, and all electronic devices to include but not limited to email, voicemail, internet, all PC based programs, land lines and cell phone lines, PC laptops, and all other communication systems are subject to inspections at any time.

I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documents to verify their identity and their legal authorization to work in the U.S. Therefore, I understand that any offer of employment is contingent on my ability to produce the required documentation within the time period required by law. I also understand that if my immigration or work authorization status changes after I begin work so that I am no longer able to continue to work in the U.S., I will advise Sergio's Corporate office immediately.

I hereby authorize, without reservation, any part or agency contacted by this employer to furnish the above-mentioned information and further authorize ongoing procurement of the above-mentioned reports at any time during my employment. Copies of this authorization are as valid as the original document.

I acknowledge that I have read and understand the above statements. EOE.

***Please note that applications for employment are considered to be active for a period of 90 days. After this period of time, it will be necessary for your to file a new employment application form if you still wish to be considered for employment.***

<b><i>Signature</i></b>
<b><i>Social Security Number</i></b>

<b><i>Print Name</i></b>
<b><i>Date</i></b>