



# APPLICATION FOR EMPLOYMENT

*An Equal Opportunity Employer*

**INSTRUCTIONS:** Complete all necessary information. Please print or type. Be sure to sign and date this application.

## GENERAL INFORMATION

APPLICATION DATE: \_\_\_\_\_

POSITION FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

SALARY REQUIREMENTS: \$ \_\_\_\_\_ DATE AVAILABLE FOR WORK: \_\_\_\_\_

NAME (Last, First, Middle Initial): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_/\_\_\_\_-\_\_\_\_ MOBILE PHONE NUMBER: \_\_\_\_/\_\_\_\_-\_\_\_\_

PRIOR ADDRESSES (Last 5 Years): \_\_\_\_\_  
\_\_\_\_\_

ARE YOU ABLE TO PROVIDE PROOF OF U.S. WORK AUTHORIZATION? \_\_\_\_\_ Yes \_\_\_\_\_ No

ARE YOU 18 YEARS OF AGE OR OLDER? \* \_\_\_\_\_ Yes \_\_\_\_\_ No  
\*Those under 18 years of age must be able to obtain a Work Permit per Michigan law.

HAVE YOU EVER BEEN EMPLOYED BY THE PANCAKE FACTORY, MODE DEVELOPMENT, INC., OR GENCO COMPANY)?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, When? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Includes misdemeanor conviction. A positive response to this question does not automatically disqualify you from consideration)

If yes, When, Where, and Nature of Offense? \_\_\_\_\_

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, When, Where, and Nature of Offense? \_\_\_\_\_

DO YOU KNOW OF ANY REASON WHY YOU WOULD NOT BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING?  
\_\_\_\_\_

Pancake Factory provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**AVAILABILITY**

ARE YOU INTERESTED IN FULL-TIME WORK? \_\_\_\_\_ Yes \_\_\_\_\_ No

ARE YOU INTERESTED IN PART-TIME WORK? \_\_\_\_\_ Yes \_\_\_\_\_ No

We are open seven (7) days a week. Are there any days you are unable to work? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please specify the days you are unavailable: \_\_\_\_\_

HOURS OF AVAILABILITY							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time							
Ending Time							

**EDUCATION**

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?	HIGHEST GRADE, DEGREE OR DIPLOMA
HIGH SCHOOL	_____	_____	__ Yes __ No	_____
G.E.D.	_____	_____	__ Yes __ No	_____
VOCATIONAL	_____	_____	__ Yes __ No	_____
COLLEGE	_____	_____	__ Yes __ No	_____
UNIVERSITY	_____	_____	__ Yes __ No	_____
OTHER	_____	_____	__ Yes __ No	_____

**PROFESSIONAL LICENSES / CERTIFICATIONS / JOB-RELATED TRAINING**

TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

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**DRIVER LICENSE INFORMATION**

DRIVER LICENSE NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_

CURRENT ENDORSEMENTS: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

List jobs held in the past 10 years. List your present employment first. List every promotion as a new job. Attach extra pages if necessary. Describe your job duties in detail to enable the reviewer to correctly evaluate your qualifications. List the primary tasks and responsibilities performed in each position held. The information that you provide will be used in determining whether you are qualified. *Please include all requested information, even if a résumé is attached.*

EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

SUPERVISOR/TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SALARY RECEIVED: START: \_\_\_\_\_ FINAL: \_\_\_\_\_ FULL OR PART TIME: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

WORK PERFORMED:

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EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

SUPERVISOR/TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SALARY RECEIVED: START: \_\_\_\_\_ FINAL: \_\_\_\_\_ FULL OR PART TIME: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

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EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

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DATES EMPLOYED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SALARY RECEIVED: START: \_\_\_\_\_ FINAL: \_\_\_\_\_ FULL OR PART TIME: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

WORK PERFORMED:

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Have you ever worked for a company under a different first and/or last name? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, what was the name? \_\_\_\_\_

Have you ever been discharged from any employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please explain: \_\_\_\_\_

**HOW DID YOU LEARN ABOUT US?**

- \_\_\_\_\_ Walk-In
- \_\_\_\_\_ Pancake Factory Advertisement
- \_\_\_\_\_ Employment Agency (Name) \_\_\_\_\_
- \_\_\_\_\_ Internet (Website) \_\_\_\_\_
- \_\_\_\_\_ School (Name) \_\_\_\_\_
- \_\_\_\_\_ Friend/Relative (Name) \_\_\_\_\_
- \_\_\_\_\_ Other (Please list) \_\_\_\_\_

**CERTIFICATION/SIGNATURE**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that, also, I am required to abide by all rules and regulations of the employer.

Pancake Factory, is committed to maintain a smoke free and drug free workplace. The company reserves the right to administer drug tests to applicants and employees to the extent permitted by law. Applicants hereby agree to further random drug tests as may be required by Pancake Factory.

All applicants will receive consideration without regard to race, color, sex, marital status, sexual orientation, religion, age, national origin, disability, handicap, veteran status, or any other protected category. Reasonable accommodations will be provided in accordance with the law.

Pancake Factory is a Equal Opportunity Employer. No questions on this application is intended for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)