

**GOLD STAR HOSPITALITY**

**RUBY'S ENTERPRISES**

**Employment Application – Please complete and submit this entire Employment Application.**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*First Last M.I.*

Home Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Main Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

How many hours per week can you work? \_\_\_\_\_

Can you work nights and/or weekends? If yes, what you can work: \_\_\_\_\_

Date Available to start employment: \_\_\_\_\_

Indicate the time you are available to work on each day:

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Start Time:							
End Time:							

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever been fired from a job? YES  NO  If yes, when & why? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  Are you at least 18 years of age?

If yes, explain: \_\_\_\_\_

**Employment History**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**ADDITIONAL PAST EMPLOYMENT:**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list two professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**Disclaimer and Signature – PLEASE READ CAREFULLY**

*I fully understand this employment application, does not create an employment contract between Gold Star Hospitality or Ruby's Enterprises and me. I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that if any of my answers in my application or during any interview are deemed to be false or misrepresentations, then I may be terminated. I fully understand that my employment is "at will", meaning that either myself or Gold Star Hospitality or Ruby's Enterprises may terminate my employment at any time for any reason. I am fully aware and authorize Gold Star Hospitality and/or Ruby's Enterprises to conduct a background investigation on me as a condition for employment. I grant full permission to Gold Star Hospitality and/or Ruby's Enterprises to contact the above-mentioned references regarding my background.*

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