

# APPLICATION FOR EMPLOYMENT



## General Information:

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

Are you currently authorized to work in the United States without employer sponsorship? YES  NO

Have you ever been convicted of a felony or a crime involving dishonesty or false statement, fraud or theft, or do you have any felony charges pending against you?  YES  NO (conviction does not constitute an automatic bar to employment).

If yes, please state date, place and nature of conviction \_\_\_\_\_

Have you ever been suspended, discharged, or asked to resign from employment?  YES  NO

Are you able to perform all of the essential functions and duties required of the position for which you are applying, with our without reasonable accommodation?  YES  NO

Are you able to lift 50 pounds?  YES  NO

If no, how would you perform these essential functions and duties, and with what accommodation(s)? \_\_\_\_\_

Are you over 18 years old?  YES  NO If under 18, please attach work permit and state your age \_\_\_\_\_

Do you know anyone who currently or has previously worked at Mama Lu's? YES  NO

If yes, provide name & position: \_\_\_\_\_

Have you ever applied for a position at Mama Lu's?  YES  NO

How did you learn about this opportunity? \_\_\_\_\_

## Position:

What position are you applying for? \_\_\_\_\_

Full-time  Part-time  Seasonal

Desired Salary? \_\_\_\_\_

## Availability:

Date available to start? \_\_\_\_\_

Indicate when you are available to be scheduled. Due to the nature of our business, the more available you are, the more opportunities we can consider you for.

|             | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------------|--------|---------|-----------|----------|--------|----------|--------|
| FROM:       |        |         |           |          |        |          |        |
| TO:         |        |         |           |          |        |          |        |
| PREFERENCE: |        |         |           |          |        |          |        |

# Employment History:

Start with the most recent employer and list your previous employment.

|  |  |                 |                                     |                |        |        |    |
|--|--|-----------------|-------------------------------------|----------------|--------|--------|----|
| Employer                                   |  | Telephone #     | Dates employed:                     |                |        |        |    |
| Street Address                             |  | City            | State                               | (Starting Pay) | Hourly | Salary | \$ |
| Starting Job Title / Final Job Title       |  |                 | Commission/Bonus/Other Compensation |                |        | \$     |    |
| Immediate Supervisor & Title (most recent) |  | May we contact? |                                     | (Final Pay)    | Hourly | Salary | \$ |
| Why did you leave?                         |  |                 | Commission/Bonus/Other Compensation |                |        | \$     |    |
| Summarize Job Responsibilities:            |  |                 |                                     |                |        |        |    |

|  |  |                 |                                     |                |        |        |    |
|--|--|-----------------|-------------------------------------|----------------|--------|--------|----|
| Employer                                   |  | Telephone #     | Dates employed:                     |                |        |        |    |
| Street Address                             |  | City            | State                               | (Starting Pay) | Hourly | Salary | \$ |
| Starting Job Title / Final Job Title       |  |                 | Commission/Bonus/Other Compensation |                |        | \$     |    |
| Immediate Supervisor & Title (most recent) |  | May we contact? |                                     | (Final Pay)    | Hourly | Salary | \$ |
| Why did you leave?                         |  |                 | Commission/Bonus/Other Compensation |                |        | \$     |    |
| Summarize Job Responsibilities:            |  |                 |                                     |                |        |        |    |

|  |  |                 |                                     |                |        |        |    |
|--|--|-----------------|-------------------------------------|----------------|--------|--------|----|
| Employer                                   |  | Telephone #     | Dates employed:                     |                |        |        |    |
| Street Address                             |  | City            | State                               | (Starting Pay) | Hourly | Salary | \$ |
| Starting Job Title / Final Job Title       |  |                 | Commission/Bonus/Other Compensation |                |        | \$     |    |
| Immediate Supervisor & Title (most recent) |  | May we contact? |                                     | (Final Pay)    | Hourly | Salary | \$ |
| Why did you leave?                         |  |                 | Commission/Bonus/Other Compensation |                |        | \$     |    |
| Summarize Job Responsibilities:            |  |                 |                                     |                |        |        |    |

Please explain briefly why you would be a good fit for Mama Lu's or why we should consider you for this position:

## References:

List three business/work references

| Name | Title | Relationship | Telephone | Email | # of Yrs Known |
|------|-------|--------------|-----------|-------|----------------|
|      |       |              |           |       |                |
|      |       |              |           |       |                |
|      |       |              |           |       |                |

## Education:

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High School Address Grade of Completion

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College or Trade School Address Degree or Area of Study

List any special licenses or certification: \_\_\_\_\_

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### Please read carefully before signing

I certify that all of the answers and information given to me in this Application are true, accurate and complete. If I am hired and/or my employment is continued, I understand that I will be subject to immediate dismissal if any of the requested information was withheld or omitted by me or any of the statements given by me are false, inaccurate, or misleading.

I authorize the investigation of all information contained in this Application and also authorize full disclosure of my present and prior work records by any employer. I understand that this may include a record of disciplinary action accessed by the employer. I also understand that employment and/or continued employment arising out of this Application is contingent upon the results of this investigation. I authorize Mama Lu's to contact those employers and other references I provided in this application. I release Mama Lu's and any person or prior employer from liability arising from or connected with disclosure of information during the investigation.

I agree that if I am hired by Mama Lu's, my employment may be terminated at will at any time for any reason or no reason at all. I further recognize that if I am employed by Mama Lu's, I will receive compensation and benefits and be subject to rules and regulations. I agree that such compensation, benefits, rules and regulations are subject to change by Mama Lu's with or without notice to me. I understand that if hired and/or my employment is continued, I am required to comply with any and all policies of Mama Lu's. I understand that any agreement altering the terminable at-will nature of the employment relationship must be in writing and signed by me and a representative.

I agree to immediately notify Mama Lu's if I am convicted of a felony or any crime involving dishonesty, breach of trust, controlled substances, abuse or violence, while my Application is pending or, if hired, during my employment.

If applying for employment in Michigan, I understand that Michigan law required employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer. I further understand that disabled employees and applicants must request an accommodation of their disability by notifying Mama Lu's in writing of the accommodation within 182 days of the date the individual knows or should know the accommodation is needed. Failure to properly notify Mama Lu's will preclude any claim that Mama Lu's failed to accommodate the disability.

Mama Lu's is an equal opportunity employer. It is our policy that all applicants be considered for employment solely on the basis of qualifications and ability, without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law unrelated to the employee's ability to perform their job.

**I agree that any action or lawsuit against Mama Lu's and/or their employees arising out of my employment or termination of employment including but not limited to claims arising under state or federal civil rights statutes, must be brought within one hundred eighty (180) days of the event giving rise to the claim or within the limitations period contained in the statute I am suing under, whichever is shorter. I understand and agree that any action or lawsuit filed outside this limitations period is barred forever. I waive any limitation period to the contrary.**

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_