

# Via Sofia's Application for Employment

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Social Security No: \_\_\_\_\_  
(first) (m.i.) (last)  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Expected Wage: \_\_\_\_\_ Are you interested in: Full Time Part Time

In the table below, indicate the hours you are available each day.

|    | MON | TUES | WED | THURS | FRI | SAT | SUN | Do you have reliable transportation?<br>Yes No Other (Bike/Bus/Walk) |
|----|-----|------|-----|-------|-----|-----|-----|----------------------------------------------------------------------|
| AM |     |      |     |       |     |     |     |                                                                      |
| PM |     |      |     |       |     |     |     | When could you start? _____                                          |

Are you at least eighteen (18) years of age? Yes No

Are you eligible to work in the United States? Yes No

If hired, can you provide proof you are legally allowed to work in the United States? Yes No

*If hired, according to the Immigration Reform Act and Control Act of 1986, you will be required to submit proof of citizenship or work authorization.*

Have you ever pleaded "guilty," or "no contest," or been convicted of a crime? Yes No  
 If yes, please give dates and details.

*Answering "Yes" does not constitute an automatic rejection for employment.  
 Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.*

## EDUCATION AND TRAINING

| Name of School And Location       | Circle Last Year Completed | Did you Graduate? | Degree Received | Major Subjects Studied                         |
|-----------------------------------|----------------------------|-------------------|-----------------|------------------------------------------------|
| High School<br>Name:<br>Address:  | 1 2 3 4                    | Yes No            |                 | General<br>Commercial<br>College Prep<br>_____ |
| College<br>Name:<br>Address:      | 1 2 3 4                    | Yes No            |                 | Major:<br>Minor:                               |
| Trade School<br>Name:<br>Address: | 1 2 3 4                    | Yes No            |                 | Major:<br>Minor:                               |

## REFERENCES (Do not include relatives)

| Name and Occupation | Address | Phone Number |
|---------------------|---------|--------------|
| 1                   |         |              |
| 2                   |         |              |
| 3                   |         |              |

**PRIOR WORK HISTORY** (List in order, last or present first. Attach additional sheet if neces-

| Dates |    | Employer Name, Address and Phone Number | Rate of Pay |        | Supervisor's Name, Title and Phone Number | Reason for Leaving |
|-------|----|-----------------------------------------|-------------|--------|-------------------------------------------|--------------------|
| From  | To |                                         | Start       | Finish |                                           |                    |
|       |    |                                         |             |        |                                           |                    |

Your Title: \_\_\_\_\_ Describe, in detail, the work you did: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| Dates |    | Employer Name, Address and Phone Number | Rate of Pay |        | Supervisor's Name, Title and Phone Number | Reason for Leaving |
|-------|----|-----------------------------------------|-------------|--------|-------------------------------------------|--------------------|
| From  | To |                                         | Start       | Finish |                                           |                    |
|       |    |                                         |             |        |                                           |                    |

Your Title: \_\_\_\_\_ Describe, in detail, the work you did: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| Dates |    | Employer Name, Address and Phone Number | Rate of Pay |        | Supervisor's Name, Title and Phone Number | Reason for Leaving |
|-------|----|-----------------------------------------|-------------|--------|-------------------------------------------|--------------------|
| From  | To |                                         | Start       | Finish |                                           |                    |
|       |    |                                         |             |        |                                           |                    |

Your Title: \_\_\_\_\_ Describe, in detail, the work you did: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

May we contact the employers listed above?    Yes    No    If not, indicate which one(s) you do not wish us to contact.

**SUMMARY**

Please use this space to summarize any additional information necessary to describe your full qualifications.

**PLEASE READ CAREFULLY. APPLICANT'S CERTIFICATION AND AGREEMENT.**

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make any such investigations and inquiries of my personal, employment, educational, financial and other related matters as necessary for an employment decision. I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application. I understand false or misleading information given in my application or interview(s) may result in discharge from employment.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Via Sofia's is an Equal Opportunity Employer, without regard to race, color, creed, sex, national origin, age, handicap or other protected groups.