

I am the best candidate for the job because:

**HEY!
I WANT A JOB!**

Dear Manager,

My name is _____. I live at _____ in _____, _____. (Oh yeah, my zip code is _____.) If you ever want to call me, you can reach me at (____) _____. In case Uncle Sam were to ask you for my Social Security Number, it is _____. If hired, I would be available to start on _____. Today's date is _____.

I hope the information below is helpful to you in your hiring process. Sincerely, _____

I would prefer to work
Full time/Part time
(circle one)
I desire ___ hours
per week

I want to work because:

Personal References

List below people, not related to you, whom you have known for at least two years.

Name	Phone Number	Occupation	Years known
	()		
	()		
	()		
	()		

Good customer service is:

Type of School	School Name	City & State	Circle Last Year Completed				GPA	Still Attending?
HIGH SCHOOL			1	2	3	4		
COLLEGE			1	2	3	4		
GRADUATE			1	2	3	4		
TRADE			1	2	3	4		

Employment History

What's the best job you've ever had? Why?

Dates of	Employed By & City and State	Phone number	Position held	Salary	Reason for Leaving

Please shade in all of the times you have classes, extra curricula, other jobs, or regular commitments...

Scheduling Availability

Return to: info@manorpgh.com or send via snail mail.

	M	T	W	T	F	S	S
5 AM							
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							
12 PM							

Anything else you want us to know about you?

1. According to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status, or, if aliens, their legal authorization to work in the U.S. Therefore, I realize that any offer of employment would be contingent upon my ability to produce the required documentation within the time period required by law.
2. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by management.
3. I authorize this company to thoroughly investigate all statements contained in my application, or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to this company without giving me any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.
4. I understand and agree that if I am hired, my employment will be 'at will' and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of myself or employer. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon this company unless made in writing.
5. I understand that filling out this form does not indicate that there is a position open and does not obligate this company to hire. If hired, I agree to abide by this companies' work rules, policies and procedures and they retain the right to revise policies or procedures, in whole or part, at any time.

X

Applicant's Signature

We do not discriminate against any employee or applicant because of age, religion, sex, race, color, national origin, disability, non-job related handicap, or because they are a disabled veteran.