

# Top Notch

## Hourly Employment Application

Date Completed \_\_\_\_\_

Complete in your own handwriting in ink. If employed, this becomes part of your permanent record. Top Notch considers applicants for all positions without regard to race, color, religion, sex, national origin, age or disability. Employment with Top Notch is at will. All questions must be answered and the application signed to be considered for employment.

### About You

Name \_\_\_\_\_  
Last First Middle Initial Social Security Number

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Day Phone \_\_\_\_\_ Night Phone \_\_\_\_\_

Once hired, can you furnish proof of your right to work in the USA? Yes  No

Position applying for: Front of the house \_\_\_\_ Back of the house \_\_\_\_

Total hours available per week \_\_\_\_\_ Hourly rate desired \_\_\_\_\_

Date you can start \_\_\_\_\_

Our work week is Monday through Sunday and work hours are typically between 6 am and 11 pm. Please fill in the hours you are available to work each week:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From (time):							
To (time):							

Describe any specialized training, apprenticeship and skills that relate to your ability to perform the job you are applying for:

\_\_\_\_\_  
\_\_\_\_\_

### Education

High School \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree \_\_\_\_\_

College \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree \_\_\_\_\_

Other (specify) \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree \_\_\_\_\_

# Employment History

Please give accurate and complete employment history, starting with your most recent job.

## Job 1 (most recent)

Company name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Employment dates \_\_\_\_\_  
Job title \_\_\_\_\_ Hourly pay \_\_\_\_\_  
Work description \_\_\_\_\_  
Manager's name \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

## Job 2

Company name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Employment dates \_\_\_\_\_  
Job title \_\_\_\_\_ Hourly pay \_\_\_\_\_  
Work description \_\_\_\_\_  
Manager's name \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

# References

Please provide at least 2 references we can contact. One should be business and one personal.

Personal \_\_\_\_\_  
Name Relationship Phone Number  
Address

Business \_\_\_\_\_  
Name Relationship Phone Number  
Address

# Application Statement

I certify that the information given herein and attached hereto is true, accurate and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of information provided herein (and attached hereto) and other matters related thereto as may be necessary, and I release Top Notch and its related entities whichever the case may be, and its officers and employees from all liability in connection with these actions. I hereby release Top Notch, its officers, employees and representatives, franchisees and licensees, employers, schools and other persons, institutions or businesses responding to investigations to inquiries from all liability in responding to inquiries in connection with my application for employment. I understand that false, misleading, incomplete or inaccurate information given in this application during interviews or otherwise provided may result in a refusal to hire, or discharge in the event of employment.

I understand and agree that, if hired, my employment is at will. I also understand that, if hired, my employment is for no definite period of time. I may terminate my employment at any time, and I may be dismissed at any time without prior notice of any reason or for no reason. I further understand and agree that nothing in this application is intended as, or shall constitute a contract of employment or a guarantee of employment.

I understand that by signing this application I am authorizing you to contact the individuals I have identified as references and former employers (if applicable), and educational institutions to confirm the information provided. I also understand that any policies or procedures implemented by the Company in the event of my employment are for internal controls only and are not intended to be nor constitute a contract for my employment. In addition, I understand that any of these policies or procedures may be changed at any time upon the employer's discretion without notice. Finally, I understand that this application will only be considered for 90 days and that if I have not heard from the Company within that time period, I must reapply to be considered further.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date