



# Taco Box



## Application for Employment

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected status.

**\*\* PLEASE PRINT CLEARLY \*\***

Position applying for: \_\_\_\_\_ Work location (circle one): Clovis / Portales Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

How did you find out about this job?  Website  Employee  Walk-in  Relative  Other \_\_\_\_\_

### Applicant Information

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

Social Security Number \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Permanent Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_ Describe \_\_\_\_\_

Are you at least 16 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ (Proof of U.S. citizenship or immigration status is required if hired.)

Have you been convicted of a crime?  Yes  No If yes, state the nature of the offense and disposition of the case. Include dates and places.  
(NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

List any special skills or training: \_\_\_\_\_

In case of emergency, notify: name: \_\_\_\_\_ address: \_\_\_\_\_ phone: \_\_\_\_\_

### Employment Information

Are you seeking full time, part time, or temporary employment? \_\_\_\_\_

What hours and shift(s) would you prefer to work? \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_

Have you ever worked for this organization before? \_\_\_\_\_ If yes, name used and dates: \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

### Education (circle highest level achieved)

Primary: 1 2 3 4 5 6 7 8

Secondary: 9 10 11 12 G.E.D

College: 1 2 3 4 5 6 7 8

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

If in high school, are you enrolled in a recognized co-op program?  Yes  No

Degree & Major: \_\_\_\_\_

If yes, identify program and school: \_\_\_\_\_

Minor: \_\_\_\_\_

## Work History (please begin with most recent)

If you do not have any work history, please list valid references or recent educational teachers.

Date: MM/YY	Name, Phone, and Address of Employer as well as your supervisor's name	Pay Rate	Position	Reason For Leaving
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

May we contact the employers listed above? \_\_\_\_\_ If not, list the employers you do not wish us to contact and why:

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## Authorizations & At-Will Employment Agreement

By signing below, I authorize Taco Box to investigate all statements made by me on this application form. I understand that misstatements or omissions of information in connection with my application for employment can lead to rejection of my application or dismissal from employment, when discovered. I also authorize Taco Box to request references from my former employment.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the store owner and myself for either employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Taco Box. If I am hired, I understand that my employment would be "at will," which means that I would have the right to terminate my employment at any time and that Taco Box would retain the similar right.

Applicant printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

