

# HOKEE POKE EMPLOYMENT APPLICATION

Please complete the entire application.

It is the policy of Hokee Poke to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

## Applicant Information

Applicant Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Driver's License (State/Number): \_\_\_\_\_

## Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

## Job Position Applied For: Crew Member/ Customer Service

Who referred you to our company? \_\_\_\_\_

Do you have any friends or relatives who work here? If yes, please list here:

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Have you applied to our company previously?  Yes  No

If yes, when? \_\_\_\_\_

Are you at least 18 years old?  Yes  No

Do you have reliable transportation to and from work? \_\_\_\_\_

Are you willing to work any shift, including nights and weekends?  Yes  No

If no, please state any limitations: \_\_\_\_\_

If applicable, are you available to work overtime?  Yes  No

Which location are you applying for?  Sacramento  Elk Grove

If you are offered employment, when would you be available to begin work? \_\_\_\_\_

If hired, are you able to submit proof that you are legally eligible for employment in the United States?

Yes  No

Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation?  Yes  No

What reasonable accommodation, if any, would you request? \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?

In California, you need not disclose a conviction that was a) judicially expunged or sealed; b) for a marijuana-related offense over two years old; c) if you completed a pre-trial or post-trial diversion program; or d) for a misdemeanor for which probation has been successfully completed (or otherwise discharged) and the case was judicially dismissed. A conviction will not necessarily be a bar to employment.

Yes, I was convicted of \_\_\_\_\_ on \_\_\_\_\_ (date)

in (city) \_\_\_\_\_ (state) \_\_\_\_\_

No, I have not been convicted of a felony or misdemeanor

## Applicant Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience	Ability or Rating (Enter 1 for low up to 5 for high)
___ Customer Service	_____	_____
___ Food Handling	_____	_____
___ Cash Handling	_____	_____
___ Cleaning	_____	_____
___ Stocking - Lift at least 45lbs	_____	_____

## Applicant Employment History

List your current or most recent employment first. Please list all jobs (including and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

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Employer Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

Employer Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

## **Applicant's Education and Training**

College/University Name and Address

Did you receive a degree?  Yes  No      If yes, degree(s) received: \_\_\_\_\_

High School/GED Name and Address \_\_\_\_\_

Did you receive a degree?  Yes  No

Other Training (graduate, technical, vocational): \_\_\_\_\_

Please indicate any current professional licenses or certifications that you hold:

\_\_\_\_\_

Awards, Honors, Special Achievements: \_\_\_\_\_

Military Service:  Yes  No

Branch \_\_\_\_\_ Specialized Training: \_\_\_\_\_

## **References**

List any two non-relatives who would be willing to provide a reference for you.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Certification

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Hokee Poke to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Owner, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Hokee Poke, LLC, except in a specific written contract of employment signed on behalf of the organization by its Owner, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

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APPLICANT SIGNATURE

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Date