



# JOB APPLICATION FORM

UMBRIA IS AN EQUAL OPPORTUNITY EMPLOYER

Please complete the entire application to ensure proper Processing. Please Print.

Location Applying For: \_\_\_\_\_ Today's Date: \_\_\_\_\_

What position are you applying for?  Driver  Cook  Counter/Register  Other

Below are brief descriptions of the Hourly Partner positions at Umbria. These descriptions are designed to give you a realistic preview of the particular position you are applying for. They are not meant to fully describe all the job requirements. Our goal is to create a team environment where you may be cross-trained in various positions.

- **Driver** – Delivers food orders to customers according to the Umbria Driver’s manual procedures, handles cash transactions, assembles pizza boxes, helps with various tasks in the kitchen and dining areas.
- **Counter/Register** - Greets guests, takes orders, serves food and beverages orders, handles cash/credit transactions, helps with various tasks in the kitchen and dining areas
- **Cook** - Quickly prepares food items according to recipe, cleans and stocks workstation.

Additional Umbria partner responsibilities include:

- Handle knife and kitchen equipment, prepares food items, follows food safety/sanitation procedures.
- Cleans dishware, machinery, floors and tables to ensure safety and sanitation.

## Personal Information

Name: (Last, First, Middle Initial)			Social Security Number:		
Home Street Address:		Apartment:	City:	State:	Zip Code:
E-Mail Address:	Contact Phone #:	Emergency Contact Name:		Emergency Contact Phone:	
Can you furnish proof of your right to work in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have reliable transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Pay Expected:	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, explain:	Are you at least 16 years of Age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 18 years of Age? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Scheduling and Availability

When are you available to start? \_\_\_\_\_ Can you work Holidays?  Yes  No

How many hours per week would you like to work?  8-15  15-20  20-30  more than 30

Please indicate your availability for work, specifying days and times of day (indicate time of day between 9 am and 11 pm):

Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:

Do you have any training that relates to the position you are applying for? \_\_\_\_\_

Skills you have that may be relevant to the position you are applying for \_\_\_\_\_

What are you doing now and how would a job at Umbria fit into your plans \_\_\_\_\_

What are your future plans and how long do you foresee working at Umbria? \_\_\_\_\_

## Employment History

Please give an accurate, complete employment record. Start with your present or most recent employer. Include military experience if applicable.

Dates of Employment	Company Name	Phone Number	Position	Supervisor's Name	May we Contact? Yes No	Ending Wage	Reason for Leaving
					Yes No		
					Yes No		
					Yes No		
					Yes No		

## Educational Background

School	School Name and Location	Subjects of Study/Interest	# of Years Completed	Degree Received? Yes No
High School				Yes No
College				Yes No
Graduate Studies				Yes No
Trade or Business school				Yes No

## Signature

- I certify that the facts contained in this application for employment are true and correct to the best of my knowledge. I understand that if employed, any falsified information is grounds for immediate termination.
- I understand that if employed, all employment with Umbria is 'at will', which means that employment is not for a specified period of time and can be terminated by Umbria at any time, with or without prior notice.
- I understand that nothing contained in this application or conveyed in any interview is intended to create an employment contract. An authorized Umbria representative will give all employment offers.
- I authorize Umbria to investigate my background, references, employment records and other matters related to my suitability for employment. I authorize persons, educational institutions, employers and organizations to provide any relevant information regarding my suitability for employment at Umbria.

By signing below, I have read, Understood and agreed to the above statements.

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

\_\_\_\_\_  
Today's Date