



6025 Kruse Drive Solon, OH 44139 (440) 519-3663  
Attention: Human Resources

**Mustard Seed Market & Café is an equal opportunity employer.  
Disabled applicants requiring accommodation to complete these materials  
should contact the Human Resources Department.**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
PLEASE PRINT FULL NAME

Position(s) applied for: \_\_\_\_\_

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

Present Address (If different): \_\_\_\_\_  
Street City State Zip

Previous Address: \_\_\_\_\_  
Street City State Zip

Telephone No.:(\_\_\_\_\_) \_\_\_\_\_ Mobile/Pager/Other:(\_\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Give names of any relations in our employ: \_\_\_\_\_

If hired, can you supply proof of U.S. Citizenship, or an Alien Registration Number, or a U.S Visa not restricting such employment? Yes No

If you are under 18, and it is required, can you furnish a work permit?  Yes  No  
If no, please explain: \_\_\_\_\_

Check type of employment desired: Full-Time Part-Time Intern  
Temporary Seasonal Co-Op

Are you able to meet the attendance requirements of the position? Yes No

Are you willing to work overtime? Yes No

If offered a position, when can you begin work? \_\_\_\_\_

Salary or hourly rate desired: \$ \_\_\_\_\_/hour \$ \_\_\_\_\_/week \$ \_\_\_\_\_/month

Have you ever been convicted of any crime? Yes No

If yes, explain why: \_\_\_\_\_

Have you ever been refused a surety bond, or are there any facts which would disqualify you for a surety bond? Yes No

If yes, explain why: \_\_\_\_\_

Can you perform the duties of the job for which you are applying?

\_\_\_\_\_

### EDUCATIONAL RECORD

Name	Location	Select Last Year Completed				Major Subjects And Degrees	GPA
	High School or Prep School	1	2	3	4		
	Business/Technical/Trade	1	2	3	4		
	College	1	2	3	4		
	Graduate	1	2	3	4		

### ACADEMIC ACHIEVEMENT AND ACTIVITIES

Note: Please list academic honors, scholarships or fellowships; memberships in academic honorary societies; or participation in or offices held in extracurricular activities you consider significant. (You may exclude those indicating race, color, religion or national origin.)

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

Give a brief description of school activities such as sports, clubs, etc. (You may exclude those indicating race, color, religion or national origin.)

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

### MILITARY SERVICE

Are you a Veteran of the U.S. Military Service? Yes No

Year entered: \_\_\_\_\_ Date discharged: \_\_\_\_\_

Branch of service: \_\_\_\_\_ Rank: \_\_\_\_\_

Present reserve status: \_\_\_\_\_

### GENERAL INFORMATION

Have you ever supervised other employees? Yes No If yes, how many? \_\_\_\_\_

In what type of work? \_\_\_\_\_

List office equipment or software programs you can operate or which you have had experience

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

## EMPLOYMENT RECORD

Provide the following information about your last four employers. Start with the most recent.

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		POSITION RESPONSIBILITIES, AND DUTIES PERFORMED	
SUPERVISOR'S TITLE			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ FINAL \$ _____	
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		POSITION RESPONSIBILITIES AND DUTIES PERFORMED	
SUPERVISOR'S TITLE			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ FINAL & _____	
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		POSITION RESPONSIBILITIES AND DUTIES PERFORMED	
SUPERVISOR'S TITLE			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ FINAL \$ _____	
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		POSITION RESPONSIBILITIES AND DUTIES PERFORMED	
SUPERVISOR'S TITLE			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ FINAL \$ _____	

May we contact your present employer? \_\_\_\_\_

Have you ever been discharged by an employer?    Yes    No

If yes, explain why \_\_\_\_\_

Which of the above jobs did you like the best? \_\_\_\_\_

If presently employed, why do you wish to leave? \_\_\_\_\_

Have you ever worked for **Mustard Seed Market & Café**? If yes, when and where:

\_\_\_\_\_

## REFERENCES

Name two persons not related whom you have known at least one year.

Name		
Telephone		
Occupation and years acquainted		

Place a check to indicate source of referral:

Advertisement - Name of publication \_\_\_\_\_

Employee - Name of Employee \_\_\_\_\_

Employment Agency- Name of employment agency \_\_\_\_\_

Other \_\_\_\_\_

Why do you wish to work for us? \_\_\_\_\_

\_\_\_\_\_

## READ BEFORE SIGNING

My signature constitutes my certification that my responses are true and complete and that I have read and understood these paragraphs. Where an item is left blank, it is because there is no information within its scope. My signature further constitutes my authorization for Mustard Seed Market & Café to investigate the responses submitted and for those with relevant information, including but without limitation, physicians, hospitals, schools, law enforcement agencies and my prior employers, to provide such information to Mustard Seed Market & Café, and I release them from any liability doing so. A copy of this form shall serve as my authorization to release information and records. I hereby consent to undergo such drug screenings and post-offer medical examinations as Mustard Seed Market & Café may require (which may include obtaining my body tissue or fluid samples and analysis of them). I understand and agree that any falsification or omission either on this form or in my responses to questions asked during the interviewing or examination process or employment forms I may subsequently complete, including "I-9" forms, shall be grounds for immediate termination of employment no matter when the falsification or omission is discovered.

I understand and acknowledge that, as a condition to employment, I will be required to accept and agree to Mustard Seed Market & Café's Dispute Resolution Policy (a copy of which is available by request). This policy provides, in part, for the resolution of employment disputes pursuant to the Federal Arbitration Act. Under the policy, I agree to waive the right to pursue covered claims in court and to accept the arbitrator's award as the final, binding and exclusive determination of all covered claims.

**I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT IS TO BE "AT-WILL" AND THAT EITHER MY EMPLOYER OR I MAY TERMINATE MY EMPLOYMENT AT ANYTIME, WITH OR WITHOUT CAUSE, UNLESS THE "AT-WILL" ARRANGEMENT IS MODIFIED BY A WRITTEN AGREEMENT SIGNED BY BOTH THE PRESIDENT OF THE COMPANY AND ME. I ALSO UNDERSTAND THAT I MAY NOT RELY ON ANYTHING TO THE CONTRARY.**

I further agree that if hired, I will not disclose, during or after my employment, business affairs or any confidential information or confidential records which I have access to or developed during the course of my employment to any person not authorized by the Company and that upon the termination of my employment, I will promptly deliver all confidential records in my possession to the Company. I understand that confidential information is information concerning the business and affairs of Mustard Seed Market & Café which the Company desires to keep secret; and that confidential records includes all records of confidential information and other information concerning the business and affairs of Mustard Seed Market & Café, regardless of the media used to create the record, which the Company desires to keep secret. The "business and affairs" of the Company includes, without limitation, matters pertaining to the Company's vendors, products (including recipes), customers, customers' requirements, pricing policies and training programs.

This application is current for 90 days from the date signed below. At this time, if the applicant has not heard from Mustard Seed Market & Café, and is still interested in employment, it will be necessary to complete a new application.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



Thank you for your interest in Mustard Seed Market & Café. We receive numerous applications, resumes and inquiries for positions within our organization. If your experience and available hours meet our requirements for the position, we will contact you for an interview. Your information will be kept on file for 90 days for future opportunities. We appreciate your patience and understanding. Once again, thank you for your interest in Mustard Seed Market & Café and best wishes.

**HOURS YOU ARE AVAILABLE TO WORK**

	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>
<b>AM</b>							
<b>PM</b>							

Total number of hours per week you can work: \_\_\_\_\_

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

Date: \_\_\_\_\_

