

Proud to be a Tobacco Free Workplace



# Application for Employment

Thomas E. Strauss, Inc., doing business as Miller's Smorgasbord, Bakery, Gift Shop, the Quilt Shop at Miller's, Smokehouse BBQ and Brews, Plain & Fancy Country Store, the Amish View Inn & Suites, TES, Inc. Corporate Office, and TES, Inc. Property Management is an Equal Employment Opportunity Employer. We encourage all candidates to apply, and do not discriminate against otherwise qualified applicants on the basis of race, color, religion, ancestry, age, gender, marital status, national origin, disability, handicap, sexual orientation, or veteran status. Applications are valid for 60 days.

## PERSONAL INFORMATION

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

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

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

Phone # ( ) \_\_\_\_\_ Cell # (optional) ( ) \_\_\_\_\_

Email (optional) \_\_\_\_\_

If you are age 18 or under, list your date of birth \_\_\_\_\_

Have you ever worked/attended school under a different name?  Y  N If yes, \_\_\_\_\_

How did you hear about us?

- A friend/relative that works here referred me. Employee name: \_\_\_\_\_
- Lancaster Newspapers  Lancaster Online  Craig's List  Indeed  Facebook  Walk-in
- Our Website  Hiring Sign  Job fair  Other \_\_\_\_\_
- Weekly newspapers (i.e. Pennysaver, Community Courier, Merchandiser, etc.)
- School (Enter name of school here) \_\_\_\_\_

## EMPLOYMENT PREFERENCES

Position(s) \_\_\_\_\_ Salary Desired \$ \_\_\_\_\_

Full Time  Part Time  Either  Seasonal Hours / Week \_\_\_\_\_

## AVAILABILITY

If offered a position, when would you be able to start work? \_\_\_\_\_

LIST THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY

SUN	MON	TUE	WED	THU	FRI	SAT

Are you available to work: holidays?  Y  N evenings?  Y  N weekends?  Y  N

## BACKGROUND

Have you ever worked for us before?  Y  N If yes, when? \_\_\_\_\_ where? \_\_\_\_\_

Have you ever applied, but NOT worked for us before?  Y  N If yes, when? \_\_\_\_\_

Are you a U.S. Citizen, or otherwise authorized to work in the U.S.?  Y  N

Have you ever been convicted of, or are you currently charged with a felony?  Y  N

If Yes, enter date & explain: \_\_\_\_\_  
DISCLOSURE OF CONVICTION DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT.

Do you have reliable transportation to and from work (other than public transportation)?  Y  N

Enter the names of any friends/relatives that currently are employed with our company: \_\_\_\_\_

## EMPLOYMENT HISTORY

Are you employed now?  Y  N If yes, may we contact your present employer?  Y  N

LIST YOUR LAST 3 EMPLOYERS, starting with current or most recent. Please include phone numbers

START DATE	NAME OF COMPANY:	POSITION & DUTIES:
END DATE	LOCATION:	
SALARY (\$)	PHONE #:	REASON FOR LEAVING:
	IMMEDIATE SUPERVISOR:	
START DATE	NAME OF COMPANY	POSITION & DUTIES:
END DATE	LOCATION	
SALARY (\$)	PHONE #	REASON FOR LEAVING:
	IMMEDIATE SUPERVISOR	
START DATE	NAME OF COMPANY	POSITION & DUTIES:
END DATE	LOCATION	
SALARY (\$)	PHONE #	REASON FOR LEAVING:
	IMMEDIATE SUPERVISOR	

## U.S. MILITARY SERVICE

Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_ Branch \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

## EDUCATION

Level	Name & Location of School	Years Completed	Did you Graduate?	Subject Studied & Diploma / Degree(s) Received
High School		1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
College/Trade/ Bus. School		1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
Other		1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	

## SKILLS

List any additional Job-Related Skills, Training, Experience, or Qualifications you would like us to consider:

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**REFERENCES** List three persons, not related to you, who can comment on your professional performance, accomplishments, and quality of work. If you have no previous work experience, list the name of your guidance Counselor (for high school students) or personal references.

Name & Relationship	Company & Address/Location	Phone	Years Acquainted

I hereby give Thomas E. Strauss, Inc., the right to make a thorough investigation into my previous employment, education and references; and I release from all liability all persons, companies and corporations supplying such information. I release, indemnify and hold harmless Thomas E. Strauss, Inc., from and against any and all liability which might result from such an investigation.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for discharge. I also understand that nothing contained in this employment application or granting of an interview is intended to create an employment contract between Thomas E. Strauss, Inc., and myself for either employment or for the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Thomas E. Strauss, Inc., unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that both I & Thomas E. Strauss, Inc. have the right to terminate my employment at any time.

Please note that many positions in our company require a background check. Therefore, you may be required to sign a Pre-Employment Inquiry Release. I understand that, if accepted for employment, it is necessary to abide by the rules and policies of Thomas E. Strauss, Inc.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_