



**550 Lakewood Drive
Harrisburg, PA 17112**

Employment Application

**Telephone: (717) 599-5301
Fax: (717) 599-5734**

We are an equal opportunity employment company, dedicated to a policy of non discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

Personal Information (Please print all information)

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Social Security No. _____

Employment Desired

Position/ Department _____ Date available _____ Desired Salary \$ _____

Are you currently employed? _____ If so, may we contact your employer? _____

Are you available to work weekends? Y / N Are you available to work evenings? Y / N

If hired, would you have transportation to and from work? Y / N

Have you applied with this company previously? _____ Department _____ Date _____

If so, Reason for leaving? _____

Name of Last Supervisor at this company _____

Who referred you to this company? _____

Educational Background

	Name and Location of School	# of Yrs Attended	Graduate? Y / N	Subjects Studied
Grammar School				
High School				
College				
Other (Specify)				

Subjects of Special Study or Research: _____

Special Training / Skills: _____

Activities (civic, athletic, fraternal, etc.; please exclude organizations whose name or character indicates the race, creed, color or national origin of its members): _____

Former Employers (List former employers, starting with the most recent)

Name & Address _____ Starting Date _____
_____ Leaving Date _____

Job Title _____ Salary _____

Supervisor _____ Phone No. _____ May we contact supervisor? Y/N

Description of Work _____

Reason for Leaving _____

Name & Address _____ Starting Date _____
_____ Leaving Date _____

Job Title _____ Salary _____

Supervisor _____ Phone No. _____ May we contact supervisor? Y/N

Description of Work _____

Reason for Leaving _____

Name & Address _____ Starting Date _____
_____ Leaving Date _____

Job Title _____ Salary _____

Supervisor _____ Phone No. _____ May we contact supervisor? Y/N

Description of Work _____

Reason for Leaving _____

References: Give names of three persons not related to you whom you have known at least one year.

Name	Address	Business	Phone #	Yrs Acq.
1.				
2.				
3.				

I authorize the management of A La Carte Enterprises, Inc., d.b.a. Felicita, to contact any or all of the above noted references as a condition of possible employment

Special Questions

Do you feel that you have had or currently have any serious injuries that may affect your ability to do this job?
Y / N If so, give details.

Have you been convicted of a felony or misdemeanor within the last 5 years? Y / N If so, give details.

Do you have any knowledge of computer software?

Microsoft Word Y / N # years _____

Microsoft Excel Y / N # years _____

Microsoft Excel Y / N # years _____

Microsoft Access Y / N # years _____

Microsoft PowerPoint Y / N # years _____

Why do you want to work for this company?

Have you ever been asked to leave a position? Y / N If so, give details.

Explain how you would be asset to this company.

List three of your most important / proudest accomplishments.

1) _____

2) _____

3) _____

Authorization

I certify that all the information submitted by me on this application is true and complete, and I understand that is any false information, omissions, or misrepresentations are discovered, my application may be rejected an, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company.

Signature _____ Date _____

A La Carte Enterprises, Inc., d.b.a. Felicita maintains an employment-at-will relationship with its employees. Accordingly, either A La Carte or its employee may terminate the relationship at-will, at any time, with or without notice, for any or no reason (subject to the employee notice provision as set forth in the employee manual).