



## Application for Employment

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

### NOTICE TO JOB APPLICANT

**EQUAL OPPORTUNITY.** It is the policy of Skipper Dippers, LLC to make all employment decisions without regard or consideration for any individual's race; religious creed; color; national origin; ancestry; physical disability (including HIV & AIDS); mental disability; medical condition (meaning cancer or genetically-related disease or disorder) marital status; sex (gender); sexual orientation; gender identity; age or pregnancy, childbirth, related medical conditions, or any other factor protected from discrimination by federal, state or local laws. Except if there is a bona fide occupational qualification or a business necessity that is reasonably necessary to secure the safe and efficient operation of the business. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination. Skipper Dippers, LLC does not tolerate any illegal discrimination or harassment, whether verbal, physical or visual. If you believe that you have been treated unfairly or harassed in any way during this employment application process, please contact the owner at info@skipperdippers.com immediately. Skipper Dippers, LLC prohibits retaliation by anyone against those who make a report or suspected unfair treatment or harassment. If you need a reasonable accommodation in order to complete this application or in any step of the interview process, please inform the General Manager.

**AT-WILL EMPLOYMENT.** Employment at Skipper Dippers, LLC is at the will of the Company and the employee. An employee can quit at any time for any reason, with or without notice. Skipper Dippers, LLC can dismiss an employee at any time for any reason, with or without notice. Only the President of Skipper Dippers, LLC can enter into employment contracts on behalf of the Company that modify this "at will" relationship. Any employment contract must be in writing.

**DRIVERS' LICENSE AND DMV PRINT OUTS.** If the job being applied for requires the driving of a vehicle on public roads, then all job offers are conditional upon the applicant showing a valid Pennsylvania drivers' license and providing a DMV printout showing authorization to drive and the ability to be insured by ETA Enterprise's insurance at standard rates.

**RIGHT TO WORK IN U.S.** All job offers are conditional upon the job applicant completing Form I-9, Employment Eligibility Verification, and provide documentation that shows that you are authorized to work in the United States prior to commencing work. If you do not provide this documentation, you will no longer be considered qualified for the employment position.

**WORK PERMIT.** All minors under the age of 18 must obtain an employment certificate, also known as working papers before they start work. Working papers can be obtained from your local High School.

**HANDBOOK.** All employees are subject to the policies contained in the employee handbook.

**MISREPRESENTATIONS.** Skipper Dippers, LLC is relying on the information that you provide on this application, in the documents you provide to the Company, and during any interview(s). You must complete the application fully to be considered for a job. If you knowingly make any misrepresentation or omission, your application and any job offers may be withdrawn; and, if the falsehood is not discovered until after you are employed, then your employment may be terminated for lack of honesty at any time after your employment begins.

**STALE APPLICATIONS.** This Application is only current for 60 days. If you are not hired within 60 days, a new application will have to be completed in order to be considered for employment after 60 days.

### Applicant's Signature

I hereby state that the information provided by me in this application is true and accurate. I also state that I am fully qualified and able to perform the job being applied for, except as I have written below. I also state that I have read and understand the Company policies contained in this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Application for Employment**  
**Please Print Clearly**

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

Name: \_\_\_\_\_  
Last First MI

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

Mailing Address: \_\_\_\_\_  
Street / P.O. Box City State Zip

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.?  Yes  No (If yes, verification will be required)

Are you at least 18 years of age?  Yes  No If no, can you furnish a work permit to work as a minor?  Yes  No

Have you ever been convicted by any court of a criminal offense?  Yes  No

Have you ever received a Dishonorable Discharge from the armed services?  Yes  No

If you are applying for a position that requires you to drive a vehicle on public roads, has your drivers' license ever been suspended or revoked?  Yes  No

Have you ever worked here before?  Yes  No If yes, list dates: \_\_\_\_\_

Date first available for work: \_\_\_\_\_ Asking Wage: \_\_\_\_\_

How did you learn about us?  Ad  Walk-in  Referred by: \_\_\_\_\_

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

**Employment Experience:** List your present or last job and go backwards. If you need additional space, please continue on a separate sheet of paper. You may attach a resume, but the following still needs to be completed.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Dates Employed: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Wage Rate: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Describe any specialized training, apprenticeship, or skills you received at this job: \_\_\_\_\_

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

Internal Use Only: Interviewer: \_\_\_\_\_ Date & Time of Interview \_\_\_\_\_  
Action Taken:  Not Hired  Hired Start Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ Position: \_\_\_\_\_

Employer Name: _____	
Address: _____	City _____ State, Zip _____
Telephone Number: _____	
Dates Employed: Starting: _____	Ending: _____
Wage Rate: Starting: _____	Ending: _____
Job Title: _____	Supervisor's Name: _____
Describe any specialized training, apprenticeship, or skills you received at this job: _____ _____	
Reason for Leaving: _____	

Explanation of Gaps in Employment: Please explain why you were not employed if there are gaps in your employment history. (Use back of sheet if necessary)

Explanation of Terminations: If you ever had your employment terminated or you ever quit in lieu of being terminated, please explain. (Use back of sheet if necessary)

**Education:** List your education, starting with high school.

Name of School: _____	Last Grade Completed: _____
Type of School:	<input type="checkbox"/> High School <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate
Location of School: _____	
Diploma / Degree Earned:	<input type="checkbox"/> General <input type="checkbox"/> GED <input type="checkbox"/> Other (Describe)
Describe Course of Study: _____	
*Describe any specialized training, skill building, apprenticeships, or activities you engaged in: _____ _____	

Name of School: _____	Last Grade Completed: _____
Type of School:	<input type="checkbox"/> High School <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate
Location of School: _____	
Diploma / Degree Earned:	<input type="checkbox"/> General <input type="checkbox"/> GED <input type="checkbox"/> Other (Describe)
Describe Course of Study: _____	
*Describe any specialized training, skill building, apprenticeships, or activities you engaged in: _____ _____	

\*You do not have to include any information that may indicate your race, color, gender, national origin, disability, or other legally protected status.

**Special Skills & Qualifications:** Provide any additional information, such as special skills and qualifications not already mentioned, that you feel may be helpful in considering your application. (Use back of sheet if necessary)

**Job Limitations:** If a job description is attached, please list any essential functions of the job that you cannot perform, or that you cannot perform without direct threat or injury to yourself or others. Also provide suggestions of any accommodations that may allow you to perform those essential functions. (Use back of sheet if necessary)

**Schedule Availability:**

**Full Time:** I am available and desire to work full-time (35 – 40 hours).

**Part Time:** I am available and desire to work part – time (less than 35 hours).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>I am NOT Available:</b>	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day
	From:	From:	From:	From:	From:	From:	From:
	To:	To:	To:	To:	To:	To:	To:
Comments:							

**Note:** Work schedules are subject to change, and overtime may be required. No one is hired for any guaranteed number of hours or work times.

**References:** Please provide three references that can provide information about your work skills and work habits. Please do not list relatives.

Phone Numbers	
Name: _____	Work: _____
Address: _____	Home: _____
	Cell: _____
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (Specify) _____	

Phone Numbers	
Name: _____	Work: _____
Address: _____	Home: _____
	Cell: _____
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (Specify) _____	

Phone Numbers	
Name: _____	Work: _____
Address: _____	Home: _____
	Cell: _____
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (Specify) _____	

**Authorization for Release of Information and Waiver of Potential Claims**

To Whom It May Concern:

I am applying for a job at Skipper Dippers, LLC located at 691 Claremont Avenue, Tamaqua, PA 18252.

I hereby authorize the Company to contact the references, past employers, schools, and training institutions listed in the Employment Application (and my resume) or any other person or entity that may have information about my (1) employment, or (2) educational experiences, or (3) statements contained in this Application.

I hereby authorize any references, past employers, schools, and training institutions listed in my Employment Application (and my resume) to release to the Company all information about my (1) prior employment, or (2) educational experiences, or (3) statements contained in the Employment Application (and my resume). I hereby waive any potential claim that I may have against any references, past employers, schools, and training institutions listed in my Employment Application (and my resume), and their employees, officers, and directors, for providing information about me to the Company.

I hereby agree to waive any claim that I may have against the Company and to defend and hold the Company harmless from any and all claims that may arise from the Company contacting any person or entity described in this release.

A copy or facsimile of this Authorization may be treated and relied upon as if it were an original.

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Applicant's Signature

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Date