APPLICATION FOR EMPLOYMENT

CHARLIE CHIANG'S, INC.® is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state or provincial law.

Please complete entire application to ensure processing.

PERSONAL INFORMATION (Please print)

Name Last First Middle **Social Security/Social Insurance Number** **DOB (MM/DD/YY)**

Other names you are known by _____Are you less than 18 years of age? Yes____ No____ (CHARLIE CHIANG'S, INC. is required to comply with federal, state, or provincial law)

U.S. Applicant Only:
Are you legally eligible for employment in the U.S.? Yes ___ No ___
(Proof of U.S. citizenship or immigration status will be required if hired for a position in the U.S.)

Have you been convicted of a felony in the last seven (7) years? Yes ___ No ___
If yes list convictions that are a matter of public record (arrest are not conviction). A conviction will not necessarily disqualify you for employment

Present Address Street City State/Province Zip Code/Postal Code

Present Address Street City State/Province Zip Code/Postal Code

Phone Number Daytime Evening Referred By

EMPLOYMENT DESIRED (If you are applying for a retail hourly position, please keep in mind that the availability of hours may vary)

Position Location/Department Salary Desired Date You Can Start

Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you able to work overtime? _____

Have you ever worked for Charlie Chiang's, Inc.? _____ If yes, when? _____ Which store/ department? _____

EDUCATION

	Name and Address of School	Circle Last Years Completed	Did you Graduate?	Subjects Student and Degrees Received
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post College		1 2 3 4	Y N	
Trade, Business, or Correspondence School		1 2 3 4	Y N	

List skills relevant to the position applied for _____

SKILLS

For Office/Administrative position only Typing WPM: _____ 10-Key: ☐ Yes ☐ No

Computer Proficiency: ☐ Word for windows ☐ Excel ☐ Others:_____

Have you ever visited a CHARLIE CHIANG'S, INC.® location? Where? Describe your experience. _____

What do you like about food? _____

Why would you like to work for CHARLIE CHIANG'S, INC.®? _____

Describe a specific situation where you have provided excellent customer service in you most recent position. Why was this effective? _____

FORMER EMPLOYERS

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (M/D/Y)

1	From To	Current Employer (Name and Address of Employer-Type of Business)	Salary or Hourly Starting_____ Ending _____ If hourly, average# Of hours per week _____	Position	Reason For Leaving
	Duties Performed				
	Supervisor's Name	Phone Number		May We Contact?	
2	From To	Previous Employer (Name and Address of Employer-Type of Business)	Salary or Hourly Starting_____ Ending _____ If hourly, average# Of hours per week _____	Position	Reason For Leaving
	Duties Performed				
	Supervisor's Name	Phone Number		May We Contact?	
3	From To	Previous Employer (Name and Address of Employer-Type of Business)	Salary or Hourly Starting_____ Ending _____ If hourly, average# Of hours per week _____	Position	Reason For Leaving
	Duties Performed				
	Supervisor's Name	Phone Number		May We Contact?	
4	From To	Previous Employer (Name and Address of Employer-Type of Business)	Salary or Hourly Starting_____ Ending _____ If hourly, average# Of hours per week _____	Position	Reason For Leaving
	Duties Performed				
	Supervisor's Name	Phone Number		May We Contact?	

REFERENCE

Give below the name of three professional references, whom you have known at least one year.

	Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?
1				
2				
3				

I hereby authorize CHARLIE CHIANG'S, INC® to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable) , and previous employers and organizations contacted by CHARLIE CHIANG'S, INC® to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I maybe required to sign a confidentiality and/or non-complete agreement, should I become an employee of CHARLIE CHIANG'S, INC® company. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contact. I understand that filling out this form does not indicate there is a position open and does not obligate CHARLIE CHIANG'S, INC® to hire me. ***(U.S. APPLICANTSONLY: I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or CHARLIE CHIANG'S, INC® at any time without prior notice for any reason. MARYLAND APPLICANTS ONLY: Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take, a lie detector or similar test. An employer who violates this law is guilty of misdemeanor and subject to a fine not exceeding $100.***

Date Signature

WE ARE EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO HIRING A DIVERSE WORKFORCE.

Please send to:
CHARLIE CHIANG'S, INC®
14107 Saint Germain Dr.
Centreville, VA 20121