



Corporate Headquarters
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Application for Employment



(Pre-Employment Questionnaire) An Equal Opportunity Employer

PERSONAL INFORMATION

Date _____

Name _____ Social Security # _____

Last First Middle

Present Address _____

Street City State Zip Code

Home Phone _____ Cell Phone _____ Are you 18 years or older Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____

Are you employed now? _____ If so, may we inquire at your present employer? _____

Ever applied with us before? _____ Where? _____ When? _____

Referred by _____

EDUCATION	Name & Location of School	# of Years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

GENERAL

Subjects of special studies or research work _____

Special Skills _____

Activities (Civic, Athletic, etc.) _____

Exclude organizations, the name of which indicates the race, age, marital status, color or nation of origin of it's members.

U.S. Military or Naval Service _____ Rank _____

Present membership in the National Guard or Reserves _____

FORMER EMPLOYERS (LIST BELOW THE LAST THREE (3) EMPLOYERS WITH THE LAST ONE FIRST)

Date - Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				

Which of these jobs did you like best? _____

What did you like most about this job? _____

REFERENCES: Give the names of three (3) persons not related to you, whom you have known for at least one (1) year.

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

In case of emergency notify:

Name _____ Address _____ Phone _____

I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and 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. I understand that no company representative, other than the President, and then only when in wrong and signed by the President, has the authority to enter in to any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Date Signature

Office Use Only

Interviewed by: _____ Date: _____

Remarks _____

Neatness _____ Ability _____

Hired: Yes No Position _____ Department _____

Salary/Wage _____ Date Reporting to Work _____

Approved:

_____/_____/_____

Employment Manager

Dept. Head

General Manager