

Job Application Practice

Kari Sven is looking for a full time job to help with her family's income. She needs to start as soon as possible and make at least \$10 an hour to help pay the bills. Today is Monday, April 7, 2008, and she goes into Panera Bread and asks to fill out an application. She would like to work as a sandwich maker behind the counter, and she is available everyday from 8:00 AM to 4 PM except for Sundays. However, she would like to start work at 9 AM and finish by 2:30 PM on weekdays so that she can get take and pick up her kids from school. Kari lives in Elk Grove, so she would like to work at the Elk Grove restaurant near her home. She has never worked for Panera Bread before, but her sister, Lulu Cantera, works at a Panera Bread restaurant in Carmichael. Lulu told her about the job and suggested that she apply.

Kari is a permanent resident of the U.S., but she is not a citizen yet. She lives at 1454 Oak Ave. in Elk Grove, 95824. Her SS# is 548-22-5757. Her phone number is (916) 862-3436. She has never been in the military. She has never been arrested for anything.

Kari's first job was as a shoe sales person at Zari's Shoes in her native country, Sweden. She worked there from November 2001 to May 2002. Her supervisor was Anya Mishra. She earned about \$6 an hour when she first started, but was making \$7.50 an hour when she left to immigrate to the United States. Her duties were to help customers try on shoes and to set up shoe displays.

After moving to California, Kari got a job as a salad maker at Macaroni Grill in Elk Grove. She had to make the different salads for the salad bar and keep the bar clean and stocked. Her supervisor, Tom Jenkins, was very unfriendly and unhelpful, so Kari quit after only a few months. She worked there from January 2003 to March 2003 and earned minimum wage which was \$7.00 an hour.

Then Kari got pregnant, so she has stayed home to take care of her children until now.

Kari went to Mundia High School in Cravka, Sweden. She graduated but never attended college. Right now she is attending a night class at Elk Grove Adult School. She is planning to give her teacher's name, Ellen Holmgren, as one of her references. The school number is 861-7717. She will also list her church pastor, John Menton, as a reference. His address is 123 First Avenue in South Sacramento, and his phone number is (916) 664-2233. Her third reference is her former teacher, Susan Escobar, who is also a teacher at Elk Grove Adult School.

Please use this information to fill out the Panera Bread application for Kari.



EMPLOYMENT APPLICATION

PERSONAL DATA

NAME (LAST)			FIRST	MIDDLE	SOCIAL SECURITY NUMBER		
STREET ADDRESS				CITY	STATE	ZIP CODE	PHONE ()
POSITION APPLYING FOR <i>(And for which you are qualified):</i>				LOCATION PREFERRED:		<input type="checkbox"/> FULL TIME <input type="checkbox"/> SUMMER <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> _____ (Other)	
WAGE EXPECTED: <i>(Minimum)</i>			DATE AVAILABLE FOR EMPLOYMENT:		ARE YOU EIGHTEEN YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO <small><i>(If under 18, you will be required to submit a birth certificate or work certificate as required by state or federal law)</i></small>		
HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT WITH PANERA BREAD?		IF YES, WHEN AND WHERE?		WERE YOU INTERVIEWED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INDICATE BY WHOM (IF YOU REMEMBER)			
ARE YOU RELATED TO, OR THE MEMBER OF THE SAME HOUSEHOLD AS, ANY ASSOCIATE EMPLOYED BY PANERA BREAD?		IF YES, PROVIDE NAME, RELATIONSHIP, AND LOCATION EMPLOYED:					
ARE YOU A CITIZEN OF THE U.S. OR DO YOU HAVE A LEGAL RIGHT TO WORK IN U.S.?		<input type="checkbox"/> YES <input type="checkbox"/> NO ANY OFFER OF EMPLOYMENT IS CONDITIONED UPON COMPLETING FORM I-9 AND PROVIDING DOCUMENTS ESTABLISHING IDENTITY AND WORK AUTHORIZATION.					
HAVE YOU USED ANY OTHER NAME OR SOCIAL SECURITY NUMBER OTHER THAN THOSE LISTED? <i>(for identification purposes only)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE LIST:							
HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION?		IF YES, WHEN?		WHERE?		NATURE AND DISPOSITION OF CONVICTION:	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<small><i>Conviction of a crime will not automatically disqualify you from employment.</i></small>					

AVAILABILITY

WHEN ARE YOU AVAILABLE TO WORK?

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
HOURS AVAILABLE							

WHAT WOULD BE YOUR IDEAL WORK SCHEDULE?

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
HOURS AVAILABLE							

EMPLOYMENT HISTORY

List all present and past employment, beginning with your most recent for the last seven years. Please attach additional sheets if necessary.

COMPANY NAME/ADDRESS/TELEPHONE NUMBER: ()		IMMEDIATE SUPERVISOR: 		
YOUR JOB TITLE OR POSITION: 				
DATES EMPLOYED		STARTING WAGE OR SALARY:	PRESENT / FINAL WAGE OR SALARY:	IF STILL EMPLOYED, MAY WE CONTACT YOU PRESENT SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE GIVE PHONE NO. ()
FROM (MO./YR.)	TO (MO./YR.)			

REASON(S) FOR LEAVING:

DESCRIBE YOUR DUTIES:

COMPANY NAME/ADDRESS/TELEPHONE NUMBER: ()		IMMEDIATE SUPERVISOR: 		
YOUR JOB TITLE OR POSITION: 				
DATES EMPLOYED		STARTING WAGE OR SALARY:	PRESENT / FINAL WAGE OR SALARY:	IF STILL EMPLOYED, MAY WE CONTACT YOU PRESENT SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE GIVE PHONE NO. ()
FROM (MO./YR.)	TO (MO./YR.)			

REASON(S) FOR LEAVING:

DESCRIBE YOUR DUTIES:

COMPANY NAME/ADDRESS/TELEPHONE NUMBER: ()		IMMEDIATE SUPERVISOR: 		
YOUR JOB TITLE OR POSITION: 				
DATES EMPLOYED		STARTING WAGE OR SALARY:	PRESENT / FINAL WAGE OR SALARY:	IF STILL EMPLOYED, MAY WE CONTACT YOU PRESENT SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE GIVE PHONE NO. ()
FROM (MO./YR.)	TO (MO./YR.)			

REASON(S) FOR LEAVING:

DESCRIBE YOUR DUTIES:

COMPANY NAME/ADDRESS/TELEPHONE NUMBER: ()		IMMEDIATE SUPERVISOR: 		
YOUR JOB TITLE OR POSITION: 				
DATES EMPLOYED		STARTING WAGE OR SALARY:	PRESENT / FINAL WAGE OR SALARY:	IF STILL EMPLOYED, MAY WE CONTACT YOU PRESENT SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE GIVE PHONE NO. ()
FROM (MO./YR.)	TO (MO./YR.)			

REASON(S) FOR LEAVING:

DESCRIBE YOUR DUTIES:

EDUCATIONAL DATA

NAME AND ADDRESS OF SCHOOL	DATES ATTENDED*		GRADUATED		DATE DEGREE CONFERRED	MAJOR	MINOR
	FROM (MO./YR.)	TO (MO./YR.)	YES	NO			
HIGH SCHOOL	N/A	N/A			N/A	N/A	N/A
COLLEGE/ OTHER							
GRADUATE SCHOOL							

* Information required to secure records and all pertinent data from school officials.

ARE YOU PRESENTLY ENROLLED IN SCHOOL?
 YES NO

IF YES, WHERE ENROLLED?

DAY EVENING

OTHER ACCOMPLISHMENTS

Please list below any other job related accomplishments, professional distinctions, certifications, or verifiable volunteer work.

MILITARY HISTORY

BRANCH OF SERVICE	DATES OF SERVICE	
	FROM	TO

DID YOU RECEIVE ANY MILITARY TRAINING RELATED TO THE JOB FOR WHICH YOU ARE APPLYING? YES NO IF YES, PLEASE EXPLAIN:

PROFESSIONAL REFERENCES (do not list family members)

NAME	ADDRESS	OCCUPATION/TELEPHONE#
1.		Occupation: Telephone#: ()
2.		Occupation: Telephone#: ()
3.		Occupation: Telephone#: ()

SIGNATURE

PLEASE READ CAREFULLY BEFORE SIGNING

By my signature below, I affirm that I have read and understand this application, that I have not withheld any information requested, and that any statements I have made are true and correct. I understand that any omission or misrepresentation of fact in this application may result in refusal or separation from employment.

I authorize verification and investigation of the statements made on this application and of my employment history.

If I am accepted for employment, I understand and agree that such employment will be at will and may be terminated by either party at any time with reason or no reason and with or without prior notice. I further understand and agree that this at-will employment status constitutes the entire understanding between me and the company regarding the right and ability of either party to terminate employment and that this at-will status cannot be changed except through a written understanding signed by the President of the Company.

Signature _____

Date _____

Panera Bread is committed to maintaining a smoke free and drug free workplace. The company reserves the right to administer drug tests to applicants and employees to the extent permitted by law.

All applicants will receive consideration without regard to race, color, sex, marital status, sexual orientation, religion, age, national origin, disability, handicap, veteran status, or any other protected category. Reasonable accommodations will be provided in accordance with the law.

Panera Bread does not require or administer a lie detector test as a condition of employment. Such testing is prohibited in some states and an employer who violates this prohibition shall be subject to criminal and civil liability.

Panera Bread is an equal opportunity employer. No question on this application is intended for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.