EMPLOYMENT APPLICATION
FOR GENERAL RESTAURANT WORK

PERSONAL INFORMATION: (please print clearly)

NAME: ___________________________  SOC. SEC. # / TAX ID NO.: ___________________________

ADDRESS: ___________________________  CITY: ___________________________  STATE/PROVINCE: ___________________________, ZIP/POSTAL CODE: ___________________________

TELEPHONE: (______)  Have you ever worked for SUBWAY® Sandwich Shop before?  ☐ Yes  ☐ No  If yes, when/where? ___________________________

Are you 16 years of age or over?  ☐ Yes  ☐ No (Proof of age or a work permit may be required.)

In Case of Emergency Notify:

NAME: ___________________________  TELEPHONE: (______)  

ADDRESS: ___________________________  CITY: ___________________________  STATE/PROVINCE: ___________________________, ZIP/POSTAL CODE: ___________________________

AVAILABILITY:

Are you legally able to be employed in this country?  ☐ Yes  ☐ No (If hired, verification will be required by law)

What type of position are you seeking?  ☐ Part time  ☐ Full time  ☐ Seasonal  ☐ Temporary

Are you able to meet the attendance requirements of the position?  ☐ Yes  ☐ No

HOURS

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Total hours available per week ___________________________

DATE AVAILABLE TO START WORK ___________________________

SCHOOL MOST RECENTLY ATTENDED:

NAME: ___________________________  ADDRESS: ___________________________

CITY: ___________________________  STATE: ___________________________  TELEPHONE: (______)  GRADE: ___________________________

TEACHER OR COUNSELOR: ___________________________  LAST GRADE COMPLETED: ___________________________  AVERAGE: ___________________________

GRADUATED?  ☐ Yes  ☐ No  NOW ENROLLED?  ☐ Yes  ☐ No

Sports or activities?: ___________________________

MOST RECENT EMPLOYMENT:

Company: ___________________________  Address: ___________________________

City: ___________________________  STATE: ___________________________  Telephone: (______)  Dates worked: From ___________________________ To ___________________________


Mgmt. ref. ck. done by ___________________________

Company: ___________________________  Address: ___________________________

City: ___________________________  STATE: ___________________________  Telephone: (______)  Dates worked: From ___________________________ To ___________________________


Mgmt. ref. ck. done by ___________________________

Do we have your permission to contact your current employer?  ☐ Yes  ☐ No

If NO, please explain: ___________________________

REFERENCES: (Please do not use family members)

Name: ___________________________  City: ___________________________  Telephone: (______)  Years Known: ___________________________

Address: ___________________________  STATE: ___________________________

Name: ___________________________  City: ___________________________  Telephone: (______)  Years Known: ___________________________

Address: ___________________________  STATE: ___________________________

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Please complete reverse side

Rev. 9/03
EMPLOYMENT TEST
(No Calculators Please)

PART I

For the following questions, state your answers in terms of bills and coins.
For example, $4.58 would be 4 dollar bills, 2 quarters, 1 nickel, and 3 pennies.

.89  
.79  
3.39  
+2.79

10.00  
-4.59

35.25  
-33.08

For the following questions, state your answers in terms of bills and coins.
For example, $4.58 would be 4 dollar bills, 2 quarters, 1 nickel, and 3 pennies.

1. If the customer's order came to $13.58 and he gave you a $20.00 bill, what is his change?

2. If the customer's order came to $6.22 and he gave you $20.25, what is his change?

PART II

A. A customer complains that he was short changed by you receiving only 13¢ change from $2.00 instead of 31¢. What would you do?

B. Which do you consider more important as far as a restaurant is concerned - courteous, prompt service or a quality product?

C. What do you consider to be the most important qualifications of a Subway employee?

D. You are working alone and your shift is due to be over at 6 P.M. The individual who is scheduled to begin working at 6 P.M. does not show up. What do you do?

The Secretary of Health & Human Services has determined that certain diseases, including Hepatitis A, typhoid fever (Salmonella typhi), shigellosis (Shigella spp.), and E. coli (Escherichia coli 0157:H7) may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of this job involves handling & serving food, food service equipment and utensils in a sanitary and healthy fashion. Are you able to perform the essential functions of this job with or without a reasonable accommodation? □ YES □ NO If no, explain: ___________________________

I CERTIFY THAT I HAVE READ AND FULLY COMPLETED BOTH SIDES OF THIS APPLICATION AND THAT THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY OMISSION OR FALSE INFORMATION IS GROUNDS FOR DISMISSAL. I AUTHORIZE THE REFERENCES LISTED ON THIS APPLICATION TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND PERTINENT INFORMATION THEY MAY HAVE, PERSONAL AND OTHERWISE. I UNDERSTAND THAT AS A PART OF THE PROCEDURE FOR MY EMPLOYMENT APPLICATION AN INVESTIGATIVE CONSUMER REPORT MAY BE MADE CONCERNING MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND MODE OF LIVING.

SIGNATURE ___________________________ DATE ___________________________

FOR OFFICE USE ONLY

INTERVIEWER OR REFERENCE COMMENTS ___________________________

REV. 9/03