



2121 S. Racine, Chicago, IL 60608 Phone (312) 666-5335 Fax (312) 666-9242

EMPLOYMENT APPLICATION

Equal Employment Opportunity:

OPEN KITCHENS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind to all employees and applicants without regard to race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, genetic information, ancestry, sexual orientation, gender identity, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law.

Instructions to Applicants: Answer all questions accurately and completely. **Print Legibly in Ink.** Print "NA" in any space that does not apply to you. All applicants receive consideration for the positions for which they apply; based upon the hiring needs of OPEN KITCHENS. Applications remain active for a period of 90 days. Applicants not employed within the 90-day period must reapply for employment in writing.

PERSONAL

First Name	Middle Name	Last Name	
Street Address	City	State	Zip code
Home Phone	Cell Phone	Email Address:	
Are you available to work rotating shifts? (please circle) YES or NO			
Are you currently employed? (please circle) YES or NO			
If hired, can you provide proof you are age 18 or over? (please circle) YES or NO			
If hired, can you provide proof that you are legally allowed to work in the United States? (please circle) YES or NO			

EDUCATION AND TRAINING

Name and Location of School	Number of Years Completed (Mark)				Did you graduate? Yes or No	Degree or Specialization
Highschool:	9	10	11	12		
College:	1	2	3	4		
Graduate School:	1	2	3	4		

ADDITIONAL EDUCATION AND TRAINING

Title of Course	Name of Institute/City	Certification/Degree

List special skills or machines/equipment you can operate: _____

BUSINESS EXPERIENCE

List your complete employment history starting with your present or last position in the spaces below.

Mark this box ☐ if you prefer that your present employer not be contacted for reference.

Name, Address and Phone Number of Company	Dates of Employment:		Position	Name of Supervisor	Reason for Leaving
<u>Name:</u> <u>Address:</u> <u>Phone:</u>	<u>From:</u>	<u>To:</u>			
<u>Description of job responsibilities:</u>					
Name, Address and Phone Number of Company	Dates of Employment:		Position	Name of Supervisor	Reason for Leaving
<u>Name:</u> <u>Address:</u> <u>Phone:</u>	<u>From:</u>	<u>To:</u>			
<u>Description of job responsibilities:</u>					
Name, Address and Phone Number of Company	Dates of Employment:		Position	Name of Supervisor	Reason for Leaving
<u>Name:</u> <u>Address:</u> <u>Phone:</u>	<u>From:</u>	<u>To:</u>			
<u>Description of job responsibilities:</u>					

PERSONAL REFERENCES (other than relatives or past employers)

Name	Years	Business or Profession	Telephone Number

GENERAL

Have you ever applied for work or worked for OPEN KITCHENS or one of its Companies?

(please circle) YES or NO

If yes, please list dates and locations:

Do you currently have friends or relatives working for OPEN KITCHENS or one of its Companies?

(please circle) YES or NO

If yes, please list the name, location, and relationship below.

JOB APPLICANT'S AGREEMENT

It is my understanding that if I am offered employment, I must be able to satisfactorily perform the essential functions of the job and satisfactory to the Company.

I understand that the Company requires certain information about me to evaluate my qualifications for employment. I understand and agree that any falsification, omissions, or misleading statements on this application or in my responses to questions asked during the interviewing or examination process will be grounds for immediate termination of employment if and whenever discovered.

I authorize the Company to contact references and former employers as indicated, and I authorize my previous employers to verify the information given on this application and during the interview process. When contacted by the Company, I give my permission for my former employers to answer all questions based upon information available to them in my prior employment records.

I understand that if employed, my employment with OPEN KITCHENS is at will. This means your employment is for an indefinite period and it is subject to termination by you or OPEN KITCHENS, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of OPEN KITCHENS shall be interpreted to conflict with or to eliminate or modify in any way, the at-will- employment status of OPEN KITCHENS employees.

Job Applicant Signature

Application Date