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Carol Sream, IL  
630-665-5585

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630-293-8602

## Application 101

- The application for employment will provide our Managers with the basic information regarding your education, employment information, references, etc. Print it out and fill it out. Please be advised that applications must be completed in the entirety - **do not leave any fields blank**, including position desired, wage desired, education, references, etc.
- **Important:** Once your application is completed then take it to the Augustino's location where you would like to work and present it to the Owner or Manager. We sure hope that you'll be able to join the Augustino's team at one of our stores!

## Candidate Interviewing Tips

- Candidates applying for an Augustino's position should have a neat and professional appearance. Your first impression will be when you turn in your application. The next impression is at your interview.
- Candidates need to show their dependability:
  - Be prepared for the interview. (Do your homework - read about Augustino's history and culture!)
  - Be on time for your interview.
  - Bring a pen or pencil
  - Be prepared to answer questions about your application and the information you provided
  - Bring your references
- Candidates need to maintain proper Body Language
  - Maintain proper eye contact. At Augustino's we look our customers in the eyes and speak directly to them. Your interview is the first opportunity to display that you understand our culture.
  - Sit up straight in the chair. This demonstrates focus and respect to your fellow staff and our customers.
  - Don't play with your hair/hands/clothes. This demonstrates proper restaurant hygiene.
- Candidates should know their Strong Points and Weak Points - be able to speak to each in a positive fashion.
- Candidates need to have a Positive Attitude - be truthful, if you don't know something, don't be afraid to say so.
- Candidates need to ask questions - remember that you're also interviewing us as much as we are interviewing you. We want your work experience to be mutually beneficial.
- Characteristics Augustino's Staff Members need to be:
  - Conscientious
  - Punctual
  - Enthusiastic
  - Self-Motivated
  - Detailed Oriented
  - Friendly

## Additional tips to getting a job at one of Augustino's Rock and Roll Deli Stores

- **Drop off your application in person but NOT during peak restaurant hours.** If you've already filled out your application and show up during non peak hours it shows you've read our hints and you'll be setting yourself up for success right away!
- **Apply at more than one location.** If you can work at either location, then fill out an application for each store and present them to each location.
- **Apply more than once.** If we don't need help now, we may need someone in a month or two. Persistence pays off!

**Thanks again for taking the time to complete the application and GOOD LUCK!**  
**Don't forget to stop in for a sandwich sometime soon!!**

# APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

## PERSONAL INFORMATION

				<b>DATE</b>
<b>NAME</b>			<b>SOCIAL SECURITY NUMBER</b>	
LAST	FIRST	MIDDLE		
<b>PRESENT ADDRESS</b>				
STREET	CITY	STATE	ZIP	
<b>PERMANENT ADDRESS</b>				
STREET	CITY	STATE	ZIP	
<b>PHONE NO.</b>	<b>ARE YOU 18 YEARS OR OLDER?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>

## EMPLOYMENT DESIRED

<b>POSITION</b>	<b>DATE YOU CAN START</b>	<b>SALARY DESIRED</b>
<b>ARE YOU EMPLOYED NOW?</b>		<b>IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?</b>
<b>EVER APPLIED TO THIS COMPANY BEFORE?</b>	<b>WHERE?</b>	<b>WHEN?</b>
<b>REFERRED BY</b>		

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

## GENERAL

**SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK**

### SPECIAL SKILLS

### ACTIVITIES: (CIVIC ATHLETIC ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

<b>U. S MILITARY OR NAVAL SERVICE</b>	<b>RANK</b>	<b>PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES</b>
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\*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
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 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. [Fill in name of state.]  
 IT IS UNLAWFUL IN THE STATE OF \_\_\_\_\_ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST  
 AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL  
 BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Signature of Applicant

IN CASE OF  
EMERGENCY NOTIFY

NAME ADDRESS PHONE NO.

"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 IT'S PRESIDENT, AND THEN ONLY WHEN IN WRONG AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

DATE SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: DATE:

REMARKS:

NEATNESS ABILITY

HIRED:  Yes  No POSITION DEPT.

SALARY/WAGE DATE REPORTING TO WORK

APPROVED: 1. EMPLOYMENT MANAGER 2. DEPT. HEAD 3. GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is sold for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.