



# APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, religion, age, national origin, handicap or marital status, except where a reasonable bona fide occupational qualification exists.

Date of Application      /      /     

This application will be considered active for 30 days, for consideration after 30 days you must reapply.

## Personal Information

Last Name		First	Middle	Social Security Number					
Home Address		City	State	Zip	Home Phone (    )				
Position applying for:		Date available:		Availability					
		Day	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Are you over 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, date of birth _____		From							
Schedule Preference: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Salary Expectations: _____		To							
Have you ever been employed by Lee's Famous Recipe? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, which location? _____									
How were you referred to Lee's Famous Recipe _____									

## Education

Type of School	Name and Location of School	Degree/Area of Study	Number of Years Attended	Degree or Diploma Received?
High School				
Business Trade/ Other				
College				

## Legal

Are you a U.S. citizen or do you have a legal right and necessary documents to work in the U.S.? Yes  No   
(Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986.)

Were you ever discharged by any company? Yes  No  If yes, give name of company(ies) and reason for discharge  
\_\_\_\_\_

Have you ever been convicted of a crime in the past ten years (excluding misdemeanors) which has not been annulled, expunged or sealed by a court? Yes  No  If yes, describe in full \_\_\_\_\_

*The existence of a criminal record does not constitute an automatic bar to employment. It will be considered only as it relates to the job in question.*

## Employment

Start with your present or most recent employer

Employer Name	Street Address	City	State	Phone Number (    )
Supervisor Name & Title	Employed From _____ to _____		Position Held:	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason for leaving: _____		Weekly Pay: Begin _____ End _____	
Employer Name	Street Address	City	State	Phone Number (    )
Supervisor Name & Title	Employed From _____ to _____		Position Held:	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason for leaving: _____		Weekly Pay: Begin _____ End _____	

Employer Name	Street Address	City	State	Phone Number
( )				
Supervisor Name & Title	Employed From _____ to _____		Position Held:	
May we contact? Yes ___ No ___	Reason for leaving: _____		Weekly Pay: Begin ___ End ___	

Employer Name	Street Address	City	State	Phone Number
( )				
Supervisor Name & Title	Employed From _____ to _____		Position Held:	
May we contact? Yes ___ No ___	Reason for leaving: _____		Weekly Pay: Begin ___ End ___	

Employer Name	Street Address	City	State	Phone Number
( )				
Supervisor Name & Title	Employed From _____ to _____		Position Held:	
May we contact? Yes ___ No ___	Reason for leaving: _____		Weekly Pay: Begin ___ End ___	

**References**

Business reference (please indicate if you were employed under a different name)

Name	Business	Title	Work Phone	Years Known

**Please read carefully**

The facts set forth in this application are true and complete. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in dismissal. I understand, also, that I am required to abide by all rules and regulations of Lee's Famous Recipe. I understand that, with my authorization, an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record and/or criminal history.

I understand and agree that if hired, my employment will be "at will". That is, either I or Lee's Fam. Recipe may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by Lee's Fam. Recipe does not imply employment and that this application and/or employee handbook, manuals, personnel policies and procedures are not employment contracts and do not change my status as an "at will" employee.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

PERSONNEL USE ONLY	
First interview by: _____	Date: _____
Second interview by: _____	Date: _____
Third interview by: _____	Date: _____
Reference check completed on: _____ / _____ / _____	Job offer made: _____ / _____ / _____
Position: _____	Salary: _____
Shirt size: _____	Starting location: _____
Starting date: _____ / _____ / _____	

**ESSENTIAL JOB FUNCTIONS AND MOTIONS**  
**PLEASE READ THIS INFORMATION CAREFULLY**

Lee's employees are required to be able to work several positions. Each position requires different essential job functions to be completed. The positions you must be able to perform to standard are: fryer operation, register operation, salad prep., packline, biscuit making, line coordinator and front line opening. Performing these positions to standard entails to open the front line on time and provide quality product to our guests, while meeting our 15 and 30 second service times.

Please take a moment to read the following list of essential job functions:

- Must be able to see sufficiently to maintain safety and determine product quality, service and cleanliness.
- Must have mobility to get across the line to a position.
- Must be able to stand on your feet 100% of scheduled work day.
- Must be able to count money.
- Must be able to withstand 90°+ heat in the summer and below freezing in the winter.
- Must be able to work with 350° shortening, up to 480° grill surface and 375° oven temperature.
- Must be able to follow directions and communicate with the crew and management team.
- Vertical extension of one or both arms up to 100%.
- Horizontal extension of one or both arms up to 100%.
- Bending of one or both arms up to 100%.
- Gripping and holding with one or both hands up to 100%.
- Bending of the back up to 180° from vertical.
- Twisting of the back up to 90° left and right.
- Lifting up to 75 pounds.
- Pushing and pulling up to 75 pounds.
- Clean work area with chemicals
- Read prep sheets and recipes
- Work with hands in flour mixture
- Work evenings, weekend and holidays

Additionally, managers must also be able to perform the following functions:

- Must be able to perform open and closing duties in case of crew absence.
- Must be able to work 10 + hours with minimal interruptions.
- Must be able to open and close a combination safe.
- Must have good hearing.
- Must be able to be alone in the restaurant and in control of the shift. Provide proper adult supervision.

After having read the above list, please feel free to discuss any concerns or possible accommodations you may need with your interviewer. In accordance with the ADA, certain provisions may be made. Our intent is to provide you with a safe and fulfilling work experience, and your help is greatly appreciated.

CANDIDATE: Please check the appropriate statement:

- I have read the above list of functions and motions, and am able to satisfy each of them.
- I have read the above list and have checked those functions and/or motions that I may have difficulty performing.

Signed (candidate): \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by candidates applying for management positions only**

**Consumer Credit Reporting Reform Act of 1996  
Authorization & Disclosure  
Consumer Report Only**

**Consumer Notification**

This notice is to inform you that a consumer report\* is being obtained from a consumer reporting agency for the purpose of evaluating you for employment. This service requires the applicant's birth date and social security number to complete the criminal history check.

**Consumer Authorization**

I hereby authorize and request any present or former employer, school, policy department, financial institution or other persons having personal knowledge about me to furnish bearer with any and all information in their possession regarding me in connection with an application for employment. I am willing that a photocopy of this authorization be accepted with the same present or former employer who may provide information based upon this authorized request. I understand this authorization is to be part of the written employment application that I sign.

I release Lee's Famous Recipe, Lee's selected background investigation agent, and their respective employees and agents, and all persons, agencies and entities providing information or reports about me, from any and all liabilities arising out of the collection or dissemination, negligently or otherwise, of any such information and reports.

I agree to provide Lee's Famous Recipe with my birth date and acknowledge that it will be used only for the purpose as stated above. Lee's Famous Recipe will not use this information for any other purpose. Among other policies in place, Lee's Famous Recipe does not discriminate against any applicant on the basis of age.

By signing below, I agree to provide my birth date for the above stated purpose. I also acknowledge that this document is not a contract or guarantee of employment with Lee's Famous Recipe.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_

\*A credit report or criminal background check is considered a consumer report.