

# LICENSEE EMPLOYMENT APPLICATION

Your application will be considered active for 30 days—to be considered for a job after that you must reapply.

Social Security No. \_\_\_\_\_  
 Name \_\_\_\_\_ Street Address \_\_\_\_\_ Email \_\_\_\_\_  
(First Name) (Middle Initial) (Last Name)  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Area Code \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Are you older than 18? Yes \_\_\_ No \_\_\_ If not, birth date \_\_\_\_\_ Have you ever worked in a McDonald's restaurant before? Yes \_\_\_ No \_\_\_ If yes, dates \_\_\_\_\_  
 Addresses \_\_\_\_\_ Reason for leaving \_\_\_\_\_

## AVAILABILITY:

Total hours available per week \_\_\_\_\_

Are you legally able to be employed in the U.S.? Yes \_\_\_ No \_\_\_

How did you hear about this employment opportunity? \_\_\_\_\_ How far do you live from restaurant? \_\_\_\_\_ Do you have transportation? \_\_\_\_\_

Hours Available: From To	M	T	W	T	F	S	S

## SCHOOL MOST RECENTLY ATTENDED:

Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Area Code \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Teacher or Counselor \_\_\_\_\_ Dept. \_\_\_\_\_ Last Grade Completed \_\_\_\_\_ Grade Point Average \_\_\_\_\_  
 Graduated? Yes \_\_\_ No \_\_\_ Now Enrolled? Yes \_\_\_ No \_\_\_ Sports or Activities \_\_\_\_\_

## EMPLOYMENT HISTORY: (If not applicable, list work performed on a volunteer basis or personal references. Please attach a separate list of employers if more space is needed.)

May we contact your present employer? Yes \_\_\_ No \_\_\_

1) Company \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number (\_\_\_\_\_) \_\_\_\_\_ Job \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_  
 Rate of Pay \_\_\_\_\_ Reason For Leaving \_\_\_\_\_ **For McDonald's Franchise Use Only** MGMT. REFERENCE CHECK DONE BY \_\_\_\_\_

2) Company \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number (\_\_\_\_\_) \_\_\_\_\_ Job \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_  
 Rate of Pay \_\_\_\_\_ Reason For Leaving \_\_\_\_\_ **For McDonald's Franchise Use Only** MGMT. REFERENCE CHECK DONE BY \_\_\_\_\_

3) Company \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number (\_\_\_\_\_) \_\_\_\_\_ Job \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_  
 Rate of Pay \_\_\_\_\_ Reason For Leaving \_\_\_\_\_ **For McDonald's Franchise Use Only** MGMT. REFERENCE CHECK DONE BY \_\_\_\_\_

**U.S. MILITARY:** Branch of Service \_\_\_\_\_ Date Entered \_\_\_\_\_ Date of Discharge \_\_\_\_\_ Highest Rank \_\_\_\_\_  
 Do you have service-related skills and experience applicable to civilian employment? Yes \_\_\_ No \_\_\_ If yes, describe \_\_\_\_\_

**GENERAL:** What other relevant experience or training have you had and what other activities are you involved in? (Exclude organizations that indicate race, religion, age, or national origin of members.)  
 \_\_\_\_\_

Manager: Perform and file separately.

This independently owned and operated McDonald's organization is an equal opportunity employer committed to a diverse workforce. In order to assist us in our efforts, we invite you to voluntarily provide responses to the following requests for information. Failure to respond will not subject you to adverse treatment. This form will be kept strictly confidential and will not be retained with your application. Information provided will be used only in accordance with law and for equal opportunity purposes.

- Sex**
- Male  
 Female
- Race/Color/National Origin**
- American Indian or Alaska Native (1)  
 Black (5)  
 Hispanic (2)  
 Asian or Pacific Islander (3)  
 White (4)

**IMPORTANT: COMPLETE REVERSE SIDE**

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**Please read the section below carefully before signing.**

U.S. law requires that, if hired, you must furnish appropriate documentation establishing identity and employment eligibility, generally within 72 hours of starting work. For example, acceptable documents include: a U.S. Passport, or INS Forms 688 or 688A; a Social Security Card or birth certificate issued by government authority and a driver's license, school I.D. with photo or other government issued documentation establishing identity. Certain other documents are equally acceptable. Please consult a member of the management team and ask them for a copy of INS Form I-9 for a list of these documents.

**California Employment Only:**

You may exclude information regarding any conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated. You also may exclude information regarding any conviction that is more than two years old for a violation of California Health and Safety Code Sections 11357, 11360, 11364, 11365 or 11550 (or predecessor statutes) as they relate to marijuana.

**Connecticut Employment Only:**

Under Connecticut law, an employer cannot require an employee or prospective employee to disclose arrest, criminal charge or conviction records that have been erased. An employment application that asks an applicant about his or her criminal history must contain the following notice:

1. The applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Sections 46b-146, 54-76o or 54-142a; 2. The criminal records subject to erasure pursuant to Sections 46b-146, 54-76o or 54-142a are records pertaining to a find of delinquency or that a child was a member of a family with services needs, an adjudication as a youthful offender, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon; and 3. Any person whose criminal records have been erased pursuant to Sections 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to those proceedings so erased and may so swear under oath.

**Massachusetts Employment Only:**

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. It is unlawful in Massachusetts 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 liabilities.

**Maryland Employment Only:**

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor.

**\*DURING THE PAST 5 YEARS, HAVE YOU EVER BEEN CONVICTED OF, PLED GUILTY TO OR PLED NO CONTEST TO A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS? Yes \_\_\_ No \_\_\_**  
**IF YES, DESCRIBE IN FULL \_\_\_\_\_**

**\*Answering yes will not necessarily bar you from employment. Applicants are not required to disclose sealed or expunged conviction records or the existence of such records.**

**ARE YOU OR HAVE YOU EVER BEEN A SEX OFFENDER REGISTERED WITH ANY FEDERAL, STATE OR LOCAL GOVERNMENT AGENCY, INCLUDING ANY LISTING ON A PUBLIC WEBSITE? Yes \_\_\_ No \_\_\_**

1. I certify that I have read this application and the information on it is complete and correct. I understand that any omissions or misrepresentation of information is grounds for dismissal.
2. I authorize the persons, employers, schools and organizations listed on this application to give you any information concerning my employment and other pertinent information they may have, personal and otherwise, and release all parties from all liability and damages that may result from furnishing this to you.
3. I acknowledge that I am applying for employment with an independently owned and operated McDonald's franchise, a separate company and employer from McDonald's Corporation and any of its subsidiaries.
4. I acknowledge that the owner of this McDonald's franchise reserves the right to amend or modify any of its handbooks or policies at any time and without prior notice. These policies do not create any promises or contractual rights between this employer and its employees. At this independently owned and operated McDonald's franchise, employment is at will. This means an employee is free to terminate his/her employment at any time, without any reason, with or without cause, and the franchise owner retains these same rights. The owner of this independently owned and operated McDonald's franchise is the only person who may make an exception to this, and any exception must be in writing, addressed to a particular individual, and signed by the owner.
5. This independent McDonald's franchise is an Equal Opportunity Employer. Various federal, state, and local laws prohibit discrimination on account of race, color, religion, sex, age, national origin, disability or veterans status, or other categories protected by law. It is this McDonald's franchise policy to comply fully with these laws, as applicable, and information requested on this application will not be used for any purpose prohibited by law.
6. 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. Upon written request, additional disclosure concerning the complete nature and scope of the investigation will be provided. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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