

# Employment Application -- Metro Express

PLEASE PRINT except signature

FILL IN ALL INFORMATION REQUESTED  
Please fill out ALL 4 pages.

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

Name \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_

Last First Middle Maiden (if applicable)

Telephone ( ) \_\_\_\_\_

Are you over 18?  Yes  No If not, list age \_\_\_\_\_

Present address \_\_\_\_\_

How Long? \_\_\_\_\_

Number Street City State Zip

If less than 1 year, fill out Previous address.

Previous Address \_\_\_\_\_

How Long? \_\_\_\_\_

Number Street City State Zip

Primary Position applying for:  **DRIVER**  **COOK**  **CASHIER** Salary desired \_\_\_\_\_ (Specify if firm.)

(If applying for Cook, Have you hand tossed pizza dough before -  Yes  No )

Days/hours available to work: Fill out applicable days.

How many hours a week do you need/prefer? \_\_\_\_\_

Can you work:  Dayshift (11am to 4pm)

Mon-- \_\_\_ to \_\_\_ Tue-- \_\_\_ to \_\_\_ Wed-- \_\_\_ to \_\_\_

Check both if applicable  Nightshift (4pm-11pm)

Which would you prefer?  Dayshift  Nightshift

Thurs- \_\_\_ to \_\_\_ Fri--- \_\_\_ to \_\_\_ Sat -- \_\_\_ to \_\_\_

Do you have your own transportation to work?  Yes  No

If no, Can you arrange a reliable way to work on any given day?  Yes  No

Sun--- \_\_\_ to \_\_\_

## EDUCATION

NAME / TYPE OF SCHOOL	LOCATION (address)	NUMBER OF YEARS COMPLETED	DEGREE
High School			
College			
Business or Trade School			

## CUSTOMER SERVICE EXPERIENCE

Please list any information necessary to describe your qualifications for helping customers.

\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

# DRIVING HISTORY

DO YOU HAVE A DRIVER'S LICENSE?    Yes    No      Do you have at least 2 years driving experience?    Yes    No  
 Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_ What year/model/make of vehicle will you use? \_\_\_\_\_  
 DO YOU KNOW THE AREA WELL? *Please explain below why / how you do?*      Do you have access to 4WD/AWD?    Yes    No

Have you had any accidents during the past three years? How many?

Have you had any moving violations during the past three years? How Many?

## REFERENCES

Name	Name
Relationship? <span style="float: right;">How Long?</span>	Relationship? <span style="float: right;">How Long?</span>
Address	Address
Telephone (    )	Telephone (    )

May we contact your current employer?    Yes    No

## WORK HISTORY

Most Recent / Current Job Name of employer _____  Address _____  Phone number (    ) _____  Reason for leaving (be specific) _____	Name of last supervisor    Your last job title	Employment dates  From  TO	Pay or salary  Start  Final
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List the jobs / duties performed, skills used / learned, advancements or promotions while you worked at this company you believe will help you here..

Previous Job with the MOST experience in the field you're APPLYING for OR 2 <sup>nd</sup> Most Recent Job Name of employer _____  Address _____  Phone number (    ) _____  Reason for leaving (be specific) _____	Name of last supervisor    Your last job title	Employment dates  From  TO	Pay or salary  Start  Final
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List the jobs / duties performed, skills used / learned, advancements or promotions while you worked at this company you believe will help you here..

Did you complete this application yourself?    Yes    No      If not, who did? Why?

As a pizza shop, we are busiest on the weekends,

Are you able to work most if not all weekends (including the nights)?

Do you currently use any drugs recreationally?

What's your take on drugs in the workplace?

As an employee you'll have to wear a metro shirt and hat, do you have any problems with that?

As a cashier, you will be responsible also for keeping the windows & glass doors clean.

As well as cleaning the dine-in area after a guest leaves.

Is this something that you think you can do all the time without the need for someone to instruct you to?

As a driver, you may be required to put on a car topper (magnetic with magnet covers),

Do you have any Objections?

We have no air conditioning currently, and it can get hot inside here, is that a problem?

How well do you know the streets in the Elizabethtown, Mt. Joy, Maytown areas?

How long do you see yourself staying at Metro?

As a driver, you'll be responsible for more than just driving.

---For example, dayshift drivers will need to answer phone calls, cut all vegetables for the night, and do dishes most times without any help on the last two things.

---Night drivers have to also answer phones (though there usually is a cashier or cook to help from 4-9); also will have the choice of dishes or mopping floors.

---On occasion, for both night and day you may have to help the shift manager top pizzas or do a little cooking in back.

---Does that sound like something you can and would do?

--- Do you feel you have the restraint to be courteous to even the rudest customers?

Have you used the Prism Order (taking) System before? OR taken orders over the phone?

Have you ever been in the position of trying to rectify a customer complaint? If so, explain / give an example.

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**PLEASE READ CAREFULLY**

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## **APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Metro Express, Inc. (hereinafter called "the Company"), I agree that: Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Metro Express, Inc. , or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Metro Express, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company may have a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

I understand that I am required to release my driver history information to be able to begin and to continue delivering.

**Furthermore, I also must disclose any issues that may interfere with my right to legally operate a motor vehicle on the roadway,** including but not limited to license suspension, DUI, DWI or Car Insurance interruption.

**I also understand that if I do not willingly disclose this information** my employment relation with the Company can be terminated.

I, \_\_\_\_\_, hereby state that I have completed this application honestly, to the best of my ability.  
*Please Print Name*

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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Metro Express, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Metro Express, Inc. depends solely on your qualifications and our job availability.

Thank you for completing this application form and for your interest in our business.