



## APPLICATION FOR EMPLOYMENT

524 South Gay Street  
Knoxville, TN 37902  
Tel: 865.249.8226  
Email: [allen@coolatogelato.com](mailto:allen@coolatogelato.com)

### STATEMENT OF VALUES

Dear Applicant:

Welcome to Coolato Gelato. Prior to completing the application for employment, please understand that we are serious about creating a productive working environment for our staff and maintaining the highest levels of quality, service and attention for our guests. We want you to understand that we also believe in living our values, some of which are:

- \* We believe that good enough... isn't.
- \* We believe in doing business in a professional and orderly manner.
- \* We believe in honesty and integrity.
- \* We believe that self pride reveals itself through personal appearance and grooming.
- \* We believe that only a happy and professional staff can give the level of personal service we demand.
- \* We believe in the ongoing training and development of our staff and see it as a worthy investment in the future of the company.
- \* We believe in providing legendary service -- the unique and powerful sort of personal care and attention that our guests tell stories about.
- \* We believe that everyone is capable of being an A+ player.

If this feels like an environment for you, please complete the application.

**APPLICATION FOR EMPLOYMENT**

{We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status.}

**\*\* PLEASE PRINT CLEARLY \*\***

Position(s) applied for: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

How did you find out about this job?

Newspaper  Employee  Walk-in  Relative  Other

Why are you seeking a new job at this time? \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT INFORMATION**

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Social Security No: \_\_\_\_\_  
Email address: \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work?  Yes  No  
Describe: \_\_\_\_\_  
\_\_\_\_\_

Are you at least 18 years old?  Yes  No

If you are under 18 years of age, can you furnish a work permit?  Yes  No

Are you legally eligible for employment in the U.S.?  Yes  No

(Proof of U.S. citizenship or immigration status is required if hired.)

Have you been convicted of a crime?  Yes  No

If yes, state the nature of the offense and disposition of the case. Include dates and places.

(NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

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Driver's License No: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

List any special skills or training: \_\_\_\_\_

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### EMPLOYMENT INFORMATION

Are you seeking full time, part time or temporary employment? \_\_\_\_\_

What hours and shift(s) would you prefer to work? \_\_\_\_\_

List times you are not available to work: \_\_\_\_\_

Are you willing to work overtime?  Yes  No

Weekends?  Yes  No Holidays?  Yes  No

Are you currently employed?  Yes  No

If hired, when would you be able to start? \_\_\_\_\_

### REFERENCES

(list three professional)

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**EDUCATION**

(circle highest level achieved)

Elementary: 1 2 3 4 5 6 7 8

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

Secondary: 9 10 11 12 G.E.D

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

College: 1 2 3 4 5 6 7 8

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

If in high school, are you enrolled in a recognized co-op program?  Yes  No

Degree  Yes  No

If yes, identify program and school: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**WORK HISTORY**

(please begin with most recent)

Company 01: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Salary: (Starting) \_\_\_\_\_ (Ending) \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

\_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Company 02: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Salary: (Starting) \_\_\_\_\_ (Ending) \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

\_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Company 03: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Salary: (Starting) \_\_\_\_\_ (Ending) \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

\_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

\_\_\_\_\_

May we contact the employers listed above? \_\_Yes \_\_No

If not, list the employers you do not wish us to contact and why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AUTHORIZATIONS & AT-WILL EMPLOYMENT AGREEMENT**

I certify that I have personally read the STATEMENT OF VALUES and completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment. I agree to immediately notify Coolato Gelato if I should be convicted of a crime while my job application is pending or during my employment, if hired. I authorize Coolato Gelato to make an investigation of all information contained in this employment application.

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

**PLEASE SEND COMPLETED APPLICATION TO:**

**COOLATO GELATO**  
1110 Oak Avenue  
Knoxville, TN 37921  
Tel: 865.249.8226

or Fax To: 865.249.8226