



## The Abbey Food Service Group

6212 VT Route 105

Enosburg Falls, VT 05450

Fax: 802-933-4205

**Email Application To:**

**Email is the preferred choice to return application. Please see our hiring contact page for the manager responsible for the location that you are applying for. [www.abbeygroup.net/hiringcontact.pdf](http://www.abbeygroup.net/hiringcontact.pdf)**

### An Equal Opportunity Employer

Qualified Applicants are considered for all positions without regard to race, color, religion, sex, sexual preference, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

### Application for Employment

DATE

PERSONAL DATA			
Last Name	First Name	Middle Initial	Birth Date
Permanent Address	City/Town	State	Zip
Current Address (if different than above)	City/Town	State	Zip
Permanent Telephone (      )	Work Telephone (      )	Social Security Number	
Person To Notify In Case Of Emergency	Full Name	Address	Telephone Number (      )

EMPLOYMENT INFORMATION	
Position(s) Applying For:	
<i>I understand that an offer of employment and continued employment with The Abbey Group are contingent upon satisfactory proof of authorization to work in the United States.</i>	Please Initial <input style="width: 50px; height: 20px;" type="text"/>
Which of the Following You Prefer (please circle): Full-Time      Part-Time      Seasonal	Date You Can Begin Work
How did you learn about The Abbey Group employment possibilities?	Are you 18 Years of Age or Older? YES      NO
Have you ever applied for a position with The Abbey Group? _____ If so, when? _____	
Have you ever been employed by The Abbey Group? _____ If so, when and in what position? _____	
Are you related to any employee or owner of The Abbey Group? _____ If yes, please give name and relationship _____	
Have you ever been convicted of a crime? _____ If yes, when? _____	

EDUCATION AND TRAINING					
Type of School	Name and Location	Number of Years Completed	Graduated Yes/No	Type of Degree, Diploma and/or Certification	Major/Minor Field of Study
High School					
College or University					
Other Education					
Foreign Language 1. _____ Read ___ Write ___ Speak ___ 2. _____ Read ___ Write ___ Speak ___					

**EMPLOYMENT EXPERIENCE**

Please furnish a complete record of your last 4 employers. Begin with your last employer and note any periods in which you were not employed. Include Military Service, previous Topnotch experience, summer/part-time jobs, volunteer work, and education internships. We contact previous employers for reference checks.

Dates Worked: From        /        /        To        /        /        Salary (Starting) \_\_\_\_\_ (Final) \_\_\_\_\_  
 Employer's Name \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_  
 Employer's Address \_\_\_\_\_ Your Job Title and Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Employer's Telephone (\_\_\_\_\_) \_\_\_\_\_ Your Reason For Leaving \_\_\_\_\_

Dates Worked: From        /        /        To        /        /        Salary (Starting) \_\_\_\_\_ (Final) \_\_\_\_\_  
 Employer's Name \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_  
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 Employer's Name \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_  
 Employer's Address \_\_\_\_\_ Your Job Title and Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Employer's Telephone (\_\_\_\_\_) \_\_\_\_\_ Your Reason For Leaving \_\_\_\_\_

**REFERENCES**

Please supply the names of three personal references who are not related to you.

Name	Address	Occupation	Telephone Number
1.			(    )
2.			(    )
3.			(    )

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY**

1. I authorize the person, schools and employers named in this application to provide The Abbey Group with any relevant information that may be required to arrive at an employment decision.
2. I understand and agree that:
  - a. The information I have provided is accurate to the best of my knowledge and is subject to verification by The Abbey Group.
  - b. A material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment, or, if employed, termination by The Abbey Group.
  - c. Although management makes every effort to accommodate individual preferences, at times business needs dictate the following conditions: holiday work, overtime, shift work, and a rotating work schedule other than Monday through Friday. I understand and accept these conditions of my continuing employment.
3. I understand that nothing contained in this employment application or in the granting of my interview is intended to create an employment contract between myself and The Abbey Group for either employment or for the providing of benefit. No promise regarding continued employment has been made to me and I understand that no such promise or guarantee is binding upon The Abbey Group unless made in writing or verbal.

**PLEASE SIGN HERE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Location Hired For** \_\_\_\_\_ **Rate of Pay** \_\_\_\_\_ **Date Hired** \_\_\_\_ / \_\_\_\_ / \_\_\_\_