



EMPLOYMENT OPPORTUNITIES
at
Oswego Sub Shop Inc.

Oswego Sub Shop Inc. is an equal opportunity employer which hires and promotes employees without discriminating based on a person's age, race, color, religion, sex, national origin, citizenship, disability, or any other status protected by state or federal law.

Oswego Sub Shop Inc. employs reliable & conscientious people who work as a team to provide customers with high quality food items in a clean and friendly environment. In general, an Oswego Sub Shop location staffs the following positions, as needed, on a full-time or part-time basis...

- **CLEAN UP / STOCK PERSONS** – Responsible for early morning cleaning of facility, as well as receiving and stocking deliveries of fresh products & supplies.
- **BAKERS** – Responsible for following Oswego Sub Shop's proprietary recipes to produce high-quality baked goods on a daily basis - including rolls, bread and dessert items.
- **KITCHEN STAFF** – Responsible for taking customers' phoned-in orders, preparing fresh ingredients, creating Oswego Sub Shop recipe menu items, and fulfilling customers' food orders - while adhering to standards of exceptional cleanliness and sanitation.
- **DELIVERY DRIVERS** – Responsible for coordinating and completing food deliveries to off-site customers in a safe and efficient manner.
- **FRONT COUNTER ATTENDANTS / CASHIERS** – Responsible for explaining menu items, taking customers' orders, processing cash & credit card transactions and serving fulfilled orders in a friendly and efficient manner.

(The above descriptions provide brief overviews of the expectations for each position, and are not intended to be an all-inclusive list of responsibilities and duties.)

Copies of this application are also available at the front counter of the Oswego Sub Shop. Completed applications can be dropped off at the Oswego Sub Shop, or mailed directly to:

Oswego Sub Shop Inc.
106 W. Bridge Street
Oswego, NY 13126



APPLICATION FOR EMPLOYMENT Oswego Sub Shop Inc.

Please read carefully. Please answer all questions and provide all information as thoroughly as possible. Attach additional sheets if necessary. Résumés are welcome, but must be accompanied by a completed application. The use or distribution of this form does not indicate there are positions available, and does not obligate the applicant or Oswego Sub Shop Inc. *PLEASE PRINT NEATLY.*

DATE OF APPLICATION: _____

YOUR PERSONAL INFORMATION:

NAME: _____ SOCIAL SECURITY #: XXX - XX - _____
(LAST) (FIRST) (MI) (LAST 4 DIGITS ONLY)

HOME ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP CODE)

CONTACT INFO: _____
(E-MAIL ADDRESS) (HOME PHONE #) (CELL PHONE #)

Are you at least 18 years old? YES NO

If hired, are you able to provide proof that you are eligible to work in the United States? YES NO
(Please note: Before starting work, all employees are asked to complete the USCIS Form I-9 and provide documentation as required therein.)

Have you ever been convicted of any violation of law other than a minor traffic offense? YES NO

How were you referred to Oswego Sub Shop? _____

YOUR WORK EXPERIENCE: *(List ALL your current and former employers, starting with the most recent. Attach additional sheets if needed.)*

EMPLOYER'S NAME & ADDRESS: _____

SUPERVISOR: _____ PHONE #: _____ E-MAIL: _____

DATES OF EMPLOYMENT: _____ RATE OF PAY: _____

TITLE / DUTIES PERFORMED: _____

REASON FOR LEAVING: _____

EMPLOYER'S NAME & ADDRESS: _____

SUPERVISOR: _____ PHONE #: _____ E-MAIL: _____

DATES OF EMPLOYMENT: _____ RATE OF PAY: _____

TITLE / DUTIES PERFORMED: _____

REASON FOR LEAVING: _____

EMPLOYER'S NAME & ADDRESS: _____

SUPERVISOR: _____ PHONE #: _____ E-MAIL: _____

DATES OF EMPLOYMENT: _____ RATE OF PAY: _____

TITLE / DUTIES PERFORMED: _____

REASON FOR LEAVING: _____

U.S. MILITARY - BRANCH OF SERVICE: _____ HIGHEST RANK ACHIEVED: _____

DATE OF ENTRY: _____ DATE OF DISCHARGE: _____

May we contact your current employer? YES NO If "NO", please explain. _____

YOUR PREFERRED POSITION / AVAILABILITY: *(Please check all shifts & days that you'd be available to work.)*

	SHIFT	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
<input type="checkbox"/> CLEAN UP / STOCK PERSON	6:00 AM – 2:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BAKER	6:00 AM – 1:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1:00 PM – 9:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> KITCHEN STAFF / CASHIER /FRONT COUNTER	10:30 AM – 6:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6:30 PM – 3:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> DELIVERY DRIVER	10:30 AM – 6:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5:00 PM – 3:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many hours do you prefer to work each week? _____

What date are you able to start work? _____

YOUR EDUCATION & TRAINING:

Please circle the highest grade you've completed so far.

	HIGH SCHOOL					COLLEGE				GRAD	
	9	10	11	12	13	14	15	16	17	18	

Are you still in school? YES NO What's your most recent field of study? _____

What's the most recent school you attended? _____

What's the highest degree you have earned? _____ What year was it awarded? _____

Please list any special training or certifications you've completed. _____

ADDITIONAL REFERENCES: *(In addition to former employer(s) or relatives, who else may we contact to provide references?)*

NAME: _____ E-MAIL: _____

ADDRESS: _____ PHONE #: _____

How do you know this person? _____

NAME: _____ E-MAIL: _____

ADDRESS: _____ PHONE #: _____

How do you know this person? _____

ACKNOWLEDGEMENT:

I acknowledge that the information I have provided herein is correct to the best of my knowledge. I understand that any deliberate misrepresentations, falsifications, or omissions of fact shall be sufficient reason for Oswego Sub Shop refusing to hire me – or, if discovered any time after my employment has begun, for the termination of my employment.

I understand that consideration for my employment by Oswego Sub Shop may be contingent upon the results of reference checks and (in the case of Delivery Drivers) a review of my current driving records. I therefore authorize Oswego Sub Shop Inc. or its representatives to investigate all statements made on my Application for Employment and to discuss the results of its investigations with those responsible for hiring. I further authorize Oswego Sub Shop Inc. or its representatives to contact my former employer(s) and any listed references or persons who can verify information.

I hereby give my consent for current and former employer(s) and other contacted persons to respond to questions pertaining to information on this application. Further, I release from liability such former employer(s) or other persons contacted by and providing information to Oswego Sub Shop Inc. or their representatives.

I understand that nothing in this application is intended to imply a relationship, contract or conditions for employment. I further understand that, if hired, my employment is "at-will" and can be terminated at any time, with or without notice, for any reason.

APPLICANT'S SIGNATURE: _____ DATE: _____