



PHYSICAL ADDRESS:                      MAILING ADDRESS:  
 13229 U.S. HWY 40 1505 BROADWAY  
 HIGHLAND, IL 62249 HIGHLAND, IL 62249

618-882-6372                      618-960-0233

## Application for Employment

Today's Date: \_\_\_\_\_

Full Name (first, middle, last):  
 \_\_\_\_\_

Preferred Name/Pronouns:  
 \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Address (Street)  
 \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_ Until  
 when? \_\_\_\_\_

Current Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  Cell  Home

E-Mail Address:  
 \_\_\_\_\_

Do you possess a valid driver's license?  No  Yes State: \_\_\_\_\_ License #: \_\_\_\_\_

Are you legally authorized to be employed in the USA?  No  Yes

Have you ever been convicted of a criminal offense?  No  Yes - please explain:

### Education Information

Current year: High School 1 2 3 4 College 1 2 3 4 Graduate 1 2 3 N/A

	School Name, City, and State	Course of Study/Major	Dates Attended	Graduated	Degree Received
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Activities participated in, special skills, abilities: \_\_\_\_\_

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Position Desired  Manager or  Staff

When are you available to start: -----

**Availability Information** Please list time and reason for any regularly occurring scheduling conflicts

(Example: Wednesday-not available 3-5 band practice)

Friday

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Saturday

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Sunday

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Monday

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Tuesday

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Wednesday

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Thursday

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**Any additional scheduling conflicts** (examples: band camp, family vacation): \_\_\_\_\_

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**Employment History** List all work experience beginning with your **current or most recent position**.

Company Name \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Address(Street, Address City, State, Zip) \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_

Your Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Description of Responsibilities \_\_\_\_\_

May we contact this employer? Yes No

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Company Name \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Address(Street, Address City, State, Zip) \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_

Your Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Description of Responsibilities \_\_\_\_\_

May we contact this employer? Yes No

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**Please use another piece of paper to expand on employment history or the following questions:**

1. Why do you want to work at Mac's Family Fun Time?
2. Would you consider yourself an introvert or extrovert?
3. Give an example of an occasion where your ability to communicate effectively helped you at work.
4. What character qualities do you possess that would be important as a staff member?

Staff members may be required to lead or assist in the following activities. Please indicate your skill level in the following activities.

**Place the number**

"1" in front of those activities you have done before

"2" in front of those activities you are willing to do/learn

"3" in front of those activities you are not interested in doing/learning

	Working a card reader & cash register		Working with the public		Public speaking
	Counting back change from a cash transaction		Working with children		Working as part of a team effort
	Serving food		Accommodating customer requests		Being creative in a group
	Preparing food		Assisting customers with special needs		Participating in group games/ activities
	Cleaning floors		Promoting specials		Wearing costumes
	Cleaning bathrooms		Directing foot traffic		Leading group games/activities
	Counting a cash drawer		Counting/ stocking inventory		Asking a customers to follow the rules

**Personal References**

List three individuals able to give character references. You may include former employers or school administrators, but not your relatives. A reference form has been included with this application to make copies of. They may be returned separately by the individuals filling them out. Reference forms are encouraged but not required.

**Name** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Address (Street, City, State, Zip)** \_\_\_\_\_

**Email** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **Relationship to Applicant** \_\_\_\_\_

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**Name** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Address (Street, City, State, Zip)** \_\_\_\_\_

**Email** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **Relationship to Applicant** \_\_\_\_\_

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**Name** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Address (Street, City, State, Zip)** \_\_\_\_\_

**Email** \_\_\_\_\_

\_\_\_\_\_  
Occupation \_\_\_\_\_ Relationship to Applicant  
\_\_\_\_\_

**IMPORTANT - PLEASE NOTE**

- If you are offered a position at Mac's Family Fun Time we will need your signature authorizing a criminal background check.
- Company policy requires all staff to have a pre-employment drug test and agree to random drug testing on a regular basis.
- Alcohol, tobacco, and tobacco product use are forbidden at Mac's Family Fun Time, even if the employee is of the legal age to partake in these substances. Tobacco use is limited to personal time, off property, and not in view of patrons.
- **Alcohol is not allowed on property.**

**Statement of Purpose**

I certify that my application and all attachments are true and complete to the best of my knowledge. I understand that any incorrect, incomplete, or false statements or information furnished by me may, at the discretion of Mac's Family Fun Time, disqualify me from employment, or cause my dismissal. I hereby authorize Mac's Family Fun Time to make a thorough investigation of my past employment and activities. I release from liability Mac's Family Fun Time, former employers, or any persons supplying such information. The language in this application is not intended to create, nor is it to be misconstrued to constitute, a contract of employment.

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

YOU ARE WELCOME TO ATTACH A RESUME OR OTHER INFORMATION IF YOU FEEL IT WILL GIVE US FURTHER INSIGHT INTO YOUR QUALIFICATIONS.

PLEASE MAKE COPIES OF THE INCLUDED REFERENCE FORM



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## Applicant Reference Form

Name of Applicant \_\_\_\_\_

Reference Name \_\_\_\_\_ Day Time Telephone \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ Relationship \_\_\_\_\_

In general, how would you rate this applicant's ability to work with the general public?

\_\_\_\_\_

Do you have any concerns about the applicant, which would affect the quality of work they provide?

\_\_\_\_\_

Please check the appropriate boxes to indicate the applicant's qualities:

	Excellent	Good	Average	Fair	Not Sure
Able to follow instructions					
Communication with co-workers					
Communication with children					
Quality of work					
Initiative					
Emotional Maturity					
Moral Character					
Cooperation					
Adaptability					
Leadership ability					
Reliability/organization					
Works well as part of a team					
Theatrical performance ability (acting, singing, dancing, comedy)					

All of the above information is true and accurate in accordance with my knowledge of this applicant.

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

Please return to: Mac's Family Fun Time    or    macsfamilyfun@gmail.com  
 1505 Broadway  
 Highland, IL 62249