



**Employment Form:** For General Restaurant Work. This web page is maintained by Doctor's Associates Inc. and offered as a resource to participating Franchisee. Franchisees establish their own human resources policies and make their employment decisions based on information helpful to them in operating their restaurant.

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Apartment Number: \_\_\_\_\_  
 City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
 Have you ever worked for a SUBWAY® Sandwich Shop before: Yes:  No:  If YES, when/where: \_\_\_\_\_

Are you 16 years of age or over (proof of age or work permit may be required?):  Yes  No  
 Are legally able to be employed in this country (If hired, verification will be required by law)?  Yes  No

What type of position are you seeking?  Part-Time  Full-Time  Seasonal  Temporary  
 Are you able to meet the attendance requirement of the position?  Yes  No  
 Total hours available per week: \_\_\_\_\_ Monday Tuesday Wednesday Thursday Friday Saturday Sunday  
 Date available to start work: \_\_\_\_\_

School Name, City, State	Years Attended	Degree/Courses
High School: _____		
College: _____		
Activities / Other Training: _____		

List below your most recent employers, beginning with the most recent one.

Company: \_\_\_\_\_ Address: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Salary or Wage: Start \_\_\_\_\_  Hourly  Weekly  Yearly  
 Salary or Wage: End \_\_\_\_\_  Hourly  Weekly  Yearly  
 Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Salary or Wage: Start \_\_\_\_\_  Hourly  Weekly  Yearly  
 Salary or Wage: End \_\_\_\_\_  Hourly  Weekly  Yearly  
 Reason for leaving: \_\_\_\_\_

References (Please do not use family members):

Name:	Relation:	Phone Number:	Years Known:
_____	_____	_____	_____

**Please read carefully the section below before signing**

I certify that I have read and fully completed this form and that the information contained herein is correct to the best of my knowledge. I understand that any omission or false information is grounds for dismissal. I authorize the references listed on this application to give the franchisee any and all information concerning my previous employment and pertinent information they may have, personal and otherwise. I understand that as a part of the procedure for my employment application an investigative consumer report may be made by the franchisee concerning my character, general reputation, personal characteristics and mode of living. This independent SUBWAY® franchise is an Equal Opportunity Employer. Various federal, state, and local laws prohibit discrimination on account of race, color, religion, sex, age, national origin, disability or veterans status. It is this franchisee responsibility to comply fully with these laws, as applicable.

Completing this field is required for your application to be considered. I acknowledge that I am applying for employment with an independently owned and operated SUBWAY® franchisee, a separate company and employer from Doctor's Associates Inc and any of its affiliates.

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

## Application

- The application for employment will provide the franchisee with basic information regarding your education, employment information, references, etc. Please be advised that applications must be completed in the entirety – **do not leave any fields blank**, including position desired, wage desired, education, reference, etc.
- **Important:** Once your application is completed, make sure to print it and then take it into your local SUBWAY® Restaurant for presentation to the Owner or Manager. We sure hope that you'll be able to join the SUBWAY® team at one of our stores.

## Candidate Interviewing Tips

- Candidates applying for SUBWAY® position should have a neat and professional appearance
- Candidates need to show their dependability:
  - Be prepared for the interview (do your homework – read about SUBWAY® and our culture)
    - Pen
    - Information
    - Reference
- Candidates need to maintain proper Body Language:
  - Maintain proper eye contact
  - Sit up straight in the chair
  - Don't play with your hand / hair / clothes
- Candidates should know their Strong Points and Weak Points – be able to speak to each in a positive fashion
- Candidates need to have a positive Attitude – be truthful, if you don't know something don't be afraid to say so.
- Candidates need to ask question – remember you are interviewing the Owner / Manager as much as they are interviewing you.
- Characteristic SUBWAY® Staff need:
  - Conscientious
  - Punctual
  - Enthusiastic
  - Self-Motivated
  - Detailed Orientated
  - Friendly

## Additional tips to getting a job at your local SUBWAY® Restaurant

- **Visit in person.** You'll probably be asked to fill out a more comprehensive application right there but if you print out the info from this application and tell them you got it off the web site, they'll see you're really interested!
- **Visit several stores.** If your available to work at more than one location apply separately at each restaurant location.
- **Apply more than once.** If they don't need help now, they may need someone in a month or two. Persistence pays off.

Thanks again for taking the time to complete the application and GOOD LUCK!!  
Don't forget to stop in for a sandwich sometime soon!!