

# APPLICATION FOR EMPLOYMENT

*Crimson Meridian, LLC. doing business as Potbelly Sandwich Works is an Equal Opportunity Employer and we consider all applicants for employment without regard to race, color, sex, religion, age, national origin, disability, veteran status, or any other basis as prohibited by federal, state or local law. Potbelly is committed to complying with the American With Disabilities Act. If you require a reasonable accommodation to apply for or to complete an application for employment or to perform the essential functions of the job for which you are applying due to a disability, please notify Potbelly of your specific needs for a reasonable accommodation so that Potbelly can assist you where appropriate.*

**Please complete entire application and email to [shop503@potbellyshops.com](mailto:shop503@potbellyshops.com)**

## PERSONAL INFORMATION (Please PRINT)

**Name:** Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Today's Date \_\_\_\_\_

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Are you at least 18 years of age? Yes \_\_\_ No \_\_\_ Have you ever been involuntarily discharged? Yes \_\_\_ No \_\_\_

Interested in: Part-time \_\_\_ Full-time \_\_\_ Have you been convicted of a crime? (You are not required nor will you be asked to report whether you have conviction records that have been expunged, sealed or impounded.) Yes \_\_\_ No \_\_\_

*An applicant will not be denied employment solely on the grounds of a conviction. The nature of the offense, the date of the offense, the seriousness of the offense, the surrounding circumstances and the relevance to the position applied for may, however be considered.*

Are you eligible for employment in the United States? Yes \_\_\_ No \_\_\_ (Proof will be required, if hired.)

**Complete Address:** Street \_\_\_\_\_ Apartment \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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**Phone Number:** Daytime \_\_\_\_\_ Evening \_\_\_\_\_ How did you hear about Potbelly? \_\_\_\_\_

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## EMPLOYMENT DESIRED (If you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)

What position are you applying for? \_\_\_\_\_ What location? \_\_\_\_\_ What date can you start? \_\_\_\_\_ Salary desired? \_\_\_\_\_

Specify hours available for each day of the week.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Have you ever worked at Potbelly before? Yes \_\_\_ No \_\_\_ If yes, when? \_\_\_\_\_ Which store/department? \_\_\_\_\_

## EDUCATION

	Name of School	Years Completed	Did You Graduate?
High School:	_____	1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>
College:	_____	1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other:	_____	1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>

List skills relevant to the position applied for \_\_\_\_\_

## ADDITIONAL QUESTIONS

Have you ever visited a Potbelly location? Where? Describe your experience. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why would you like to work for here? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe a specific situation where you have provided or received excellent customer service. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORMER EMPLOYERS** Below list your current and last three employers, starting with the most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. **Please complete even if you attach a resume.**

<b>From</b> _____	Current Employer (Name and Address)	Salary or Hourly Starting _____ Ending _____	Position	Reason For Leaving
<b>To</b> _____				
Duties Performed				
Supervisor's Name		Phone Number	May We Contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>From</b> _____	Previous Employer (Name and Address)	Salary or Hourly Starting _____ Ending _____	Position	Reason For Leaving
<b>To</b> _____				
Duties Performed				
Supervisor's Name		Phone Number	May We Contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>From</b> _____	Previous Employer (Name and Address)	Salary or Hourly Starting _____ Ending _____	Position	Reason For Leaving
<b>To</b> _____				
Duties Performed				
Supervisor's Name		Phone Number	May We Contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**REFERENCES** List names of three professional references, whom you have known at least one year. If not previously employed, list personal references.

Name	Phone Number	Name of Business	Years Acquainted
1.			
2.			
3.			

By signing this application, I promise that the following information in this employment application (and accompanying resume or documentation, if any) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I agree to immediately notify my supervisor if I should be convicted of a felony, any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse or violence, while my job application is pending or during my period of employment, if hired.

I authorize you to investigate any of the information contained on this application, including the examination of past employment records, references, and other facts stated on this application. I waive any right I may have to be notified by any of the individuals and organizations named in this application prior to the release of any information to you. I further authorize all individuals and organizations named in this application to provide you all information relative to such verification. I hereby release such individuals and organizations and Potbelly from any and all liability for any claim or damage resulting therefrom.

I understand that neither this application nor anything conveyed during the interview process, if granted, is intended to create a contract of employment. I understand and agree that, if hired, my employment is at-will, meaning that it is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time for any reason, with or without notice.

I also understand that as a condition of employment, if hired, I will be required to provide evidence of identity and employment eligibility in the United States.

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

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO HIRING A DIVERSE WORKFORCE.**