

## Personal Information

Today's Date: \_\_\_\_\_ (mm/dd/yyyy)

Last name: \_\_\_\_\_

First name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ How long: \_\_\_y \_\_\_m

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Previous address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ How long: \_\_\_y \_\_\_m

Other names you have worked under:  
\_\_\_\_\_

Are you able to perform the essential function of the position for which you are applying?    yes    no  
If no, please explain: \_\_\_\_\_

Are you at least 18 years of age?  
yes    no

## Work Information

Position desired: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

Available days/hours if part time: \_\_\_\_\_

Salary desired: \_\_\_\_\_

Previous Port of Subs Employment: \_\_\_\_\_

Location: \_\_\_\_\_

Dates from: \_\_\_\_\_ to: \_\_\_\_\_

Have you ever been convicted of a crime?  
yes    no

Type of conviction: \_\_\_\_\_

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

Charge: \_\_\_\_\_

Disposition of case: \_\_\_\_\_

## Employment History

**From:** \_\_\_/\_\_\_/\_\_\_ **to:** \_\_\_/\_\_\_/\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Job title: \_\_\_\_\_ Pay: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Ht go <' / / \_\_\_\_\_ wq < / / \_\_\_\_\_**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Job title: \_\_\_\_\_ Pay: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**From:** \_\_\_/\_\_\_/\_\_\_ **wq <' / / \_\_\_\_\_**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Job title: \_\_\_\_\_ Pay: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Account for any gaps in employment:**

**From:** \_\_\_/\_\_\_/\_\_\_ **wq < / / \_\_\_\_\_**

**Reason:** \_\_\_\_\_

**From:** \_\_\_/\_\_\_/\_\_\_ **to:** \_\_\_/\_\_\_/\_\_\_

**Reason:** \_\_\_\_\_

## School Information

### High School

Name: \_\_\_\_\_ Diploma: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

### College

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Years completed: \_\_\_\_\_ Degree: \_\_\_\_\_

### Special Training or Skills

### Extra Curricular Activities

*(You may omit those which indicate your race, color, religion, sex, national origin, age, handicap/disability, veteran's status or union affiliation.)*

### List the names and telephone numbers of three references.

Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How do you know this person? \_\_\_\_\_

**Customer Service Experience**

List things you have enjoyed about previous jobs.

List things you have *not* enjoyed about previous jobs.

List three reasons why you enjoy working with people.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Describe the type of work atmosphere you enjoy.

List three characteristics that best describe you as an employee.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

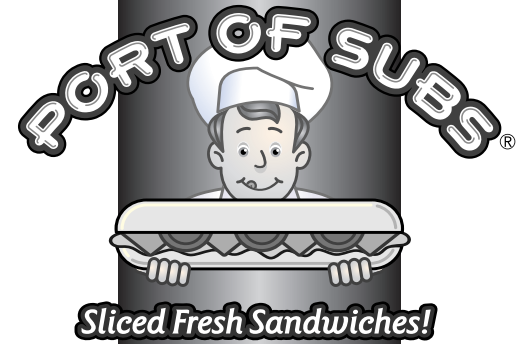
**IMPORTANT  
(Please review and sign)**

The facts set forth in this application are true and correct. I understand that if employed, any false or misleading statements, omissions or failure to fully answer any question will result in my immediate dismissal, regardless of when such information is discovered. I agree to submit myself at any time upon request for medical examination and/or testing (including drug testing). I authorize Port of Subs and my former employers to verify employment and educational references in connection with my application for employment and subsequently as Port of Subs deems appropriate.

I understand and agree that nothing contained in any Port of Subs handbook, manual, rules or regulations, practice, policy, etc., shall be deemed to create an employment contract between myself and Port of Subs. It is further understood and agreed that my employment relationship with Port of Subs is at will and may be terminated on any day by myself or Port of Subs for any reason, without liability. I represent that I am not relying upon any promises or representations regarding either the nature or duration of my employment in accepting employment if it is offered to me. I understand that no supervisor, manager or other representative of Port of Subs has any authority to enter into any express or implied contract. I further understand and agree that no promise, representation, inducement or agreement contrary to the above is binding unless it is in writing, expressly states that it is a contract and is signed by the owner of Port of Subs.

**I CERTIFY THAT I HAVE REVIEWED THE ABOVE, UNDERSTAND IT AND AGREE TO IT.**

\_\_\_\_\_  
*Applicant Name (Type Name to agree)*



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## **APPLYING FOR A JOB ONLINE**

Visitors to portofsubs.com who are interested in pursuing career opportunities with Port of Subs, Inc. (“Port of Subs”) can review and apply for job openings listed online. We urge you to read the following privacy and security policies of Port of Subs before providing any personal information.

In order to complete the online application process, you will also be asked to provide personal information including your e-mail address, as well as educational background and work history. If you do not have an e-mail address or do not wish to provide one, you may still apply online for a posted position.

The application that you submit will be e-mailed to the Port of Subs Human Resources Department through a secured connection and used for evaluating your qualifications for the position for which you have applied.

The personal information and other information that you furnish when online may be used by Port of Subs and our service providers (acting on our behalf) as described in the policy. While the policy identifies certain of our service providers, there may be other service providers acting on our behalf in accordance with this policy that are not so disclosed. Indeed, Port of Subs reserves the right to change service providers from time to time in the ordinary course of our business. Except as otherwise disclosed in the policy, personal information will not be shared with or sold to third parties outside Port of Subs (including our service providers) without your permission, unless it is done on an aggregated basis for statistical purposes without any information that could be used to link that information to you.

We reserve the right to disclose any personal information you submit to us if we are compelled to do so by a court of law or governmental entity or if we determine it is necessary or desirable to comply with the law or to protect or defend our rights or property or the rights or property of Port of Subs, our franchisees, our website or their users.

We have reasonable and appropriate security measures in place to attempt to protect against the loss, misuses, and alteration of your personally identifiable information under our control. In all cases, we have taken reasonable steps to confirm the information is retained in secured facilities and that reasonable measures have been implemented for protection from unauthorized access. However, no security system is impenetrable. We cannot guarantee the security of our website or databases, nor can we guarantee that the information you supply will not be intercepted while being transmitted to us over the Internet.

**If you do not wish to send your application electronically, you may print and mail to the following address:**

**Port of Subs, Inc.  
Attn: Human Resources  
5365 Mae Anne Ave. Suite A-29  
Reno, Nevada 89523**