

**BLARNEY CASTLE HUMAN RESOURCES/PAYROLL
OFFICE/SERVICE PRE-APPLICATION CHECKLIST**

Print Applicant's Name: _____ **Date:** ____/____/____

Job Applied for: _____ **Phone # to reach Applicant:** (____)____-_____

Location: _____ **Applicant's Signature:** _____

1) How did you hear about us? Newspaper Ad Store Sign Employment Agency Friend
 MI Works Another Blarney Castle Employee Other: _____

2) Have you ever worked for Blarney Castle in the past? Yes No

If Yes, under what name: _____ at what location: _____

3) Do you know anyone working for Blarney Castle now or in the past? Yes No

If Yes, whom? _____

4) How do you know this person? Friend Acquaintance Relative (specify: _____)

5) Are you currently employed? Yes No May we contact your current employer? Yes No

6) Do you have a high school diploma or GED equivalent? Yes No

7) Have you had any computer/office experience? Yes No If Yes, how long? _____

8) If hired, when would you be available to begin working? _____

9) Are you available to work days, and as needed evenings, weekends, and holidays? Yes No

10) Can you sit for periods of time with the ability to stand, bend, and other body movements necessary to fulfill the job duties? Yes No

11) Can you lift at least 15 pounds repetitively? Yes No

12) Are you willing and able to communicate verbally in person, on a telephone, or in written form via letters, memos, e-mail? Yes No

13) Do you have any limitations that would prevent you from performing any work related duties to include, but not limited, to those listed above?
 Yes No If Yes, explain _____

14) Have you ever been convicted of or pled 'No Contest' to a crime other than a routine traffic violation?
 Yes No

15) Do you understand and agree that Blarney Castle will run a background check as a condition of employment? Yes No

16) Is there anything in the background check you would like to discuss with the interviewer today?
 Yes No

17) Do you have a reliable form of transportation to get to work everyday? Yes No

18) Can you bring a copy of two pieces of identification in your legal name? (SSN Card & Drivers Lic. for background check) Yes No

19) Are you willing to submit to a drug test as a condition of employment? Yes No

20) Are you at least 18 years of age? Yes No