



www.sodexoUSA.com

# SODEXO EMPLOYMENT APPLICATION

## APPLICATION FOR EMPLOYMENT

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone# \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Alternative Telephone# \_\_\_\_\_

## EMPLOYMENT INTEREST

Date \_\_\_\_\_ Position Applied for \_\_\_\_\_ Earliest Date Available \_\_\_\_\_

Salary Desired \_\_\_\_\_ Location Desired \_\_\_\_\_

Type of Employment Desired:  Management  Non-Management  
 Full-time  Part-time  Temporary  On-call  Summer

How were you referred to Sodexo?  Ad  Web  Agency  School  Employee  Other

Please specify source: \_\_\_\_\_

Have you ever applied for work with or been employed by Sodexo Inc., Sodexo Marriott Services, Marriott Management Services, Sodexo USA or Wood Dining Services?  Yes  No If yes, when and where? \_\_\_\_\_

If previously employed, please answer the following:  
 Supervisor's Name, Title, and Phone#: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

If applying for a management position, are you willing to relocate?  Yes  No  
 If yes, please specify where: \_\_\_\_\_

## PERSONAL

Social Security# \_\_\_\_\_

For reference checking purposes, list all name(s) you have used or gone by in the past, if any, other than that listed above:  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you over 18 years of age?  Yes  No If no, give date of birth \_\_\_\_\_

Have you ever been convicted of any felonies within the past seven (7) years?  Yes  No (A conviction will not necessarily disqualify you from employment with Sodexo.)  
(Applicants need not disclose information pertaining to sealed or expunged conviction records.)

If yes, give date, nature and place of conviction(s): \_\_\_\_\_

Are there any restrictions on the hours or day you are able to work?  Yes  No  
 If yes, please explain: \_\_\_\_\_

Foreign Languages: \_\_\_\_\_  Read  Write  Speak  
 \_\_\_\_\_  Read  Write  Speak

## EDUCATIONAL HISTORY

Type of School	Name and Address of School	Dates Attended		Graduated	Type of Degree, Diploma or Certificate	Major/Minor/Field of Study
		From: Month/Year	To: Month/Year			
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Education or Training				<input type="checkbox"/> Yes <input type="checkbox"/> No		

Academic Achievements or Activities: Please list academic honors, scholarships, or fellowships, memberships in academic honorary societies; or participation in or offices held in extracurricular activities you consider significant.

List current professional licenses, registration, and professional organizations or affiliates, if any. (You must include license / registration numbers in specific states / jurisdictions where you may be licensed or registered.)

## EMPLOYMENT EXPERIENCE

Please list your job history for the past six years (or last four employers), whichever list covers a longer period of time. Start with your present status and note any periods in which you were not employed. Include U.S. Military Service, previous Sodexo Inc., Sodexo Marriott Services, Marriott Management Services, Sodexo USA or Wood Dining Services experience, summer/part-time jobs, and cooperative education assignments.

*This information must be completed even if a resume is provided.*

Company Name	Date Started	Date Left	Starting Position
Address	Full Time	Part Time	Last Position
	Phone#	Starting Salary \$	Final Salary \$
Describe Major Duties:			
Reason for leaving:			
Name of Supervisor, Title, and Phone Number:		Additional References and Phone Number(s):	

Company Name	Date Started	Date Left	Starting Position
Address	Full Time	Part Time	Last Position
	Phone#	Starting Salary \$	Final Salary \$
Describe Major Duties:			
Reason for leaving:			
Name of Supervisor, Title, and Phone Number:		Additional References and Phone Number(s):	

Company Name	Date Started	Date Left	Starting Position
Address	Full Time	Part Time	Last Position
			Describe Major Duties:
Phone#	Starting Salary \$	Final Salary \$	
Reason for leaving:			
Name of Supervisor, Title, and Phone Number:		Additional References and Phone Number(s):	

Company Name	Date Started	Date Left	Starting Position
Address	Full Time	Part Time	Last Position
			Describe Major Duties:
Phone#	Starting Salary \$	Final Salary \$	
Reason for leaving:			
Name of Supervisor, Title, and Phone Number:		Additional References and Phone Number(s):	

Do you have any objections to our contacting your present employer to verify the above?

No, you may contact anytime.

Do not contact now. You may contact at a later date. \_\_\_\_\_  
(Please specify, e.g. after acceptance of offer or a specific date, if appropriate.)

Have you ever been dismissed or forced to resign from employment?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

### PROFESSIONAL OR PERSONAL REFERENCES

Name	Years Known	Occupation	Complete Address	Telephone

Are any of your professional references associated with your current employer?

If yes, do you have any objection to our contacting that individual whose name you gave?

No, you may contact anytime.

Do not contact now. You may contact at a later date. \_\_\_\_\_  
(Please specify, e.g. after acceptance of offer or a specific date, if appropriate.)

### OTHER RELEVANT INFORMATION

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, etc.

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ THE FOLLOWING AGREEMENT CAREFULLY AND SIGN WHERE APPROPRIATE**

**ADDENDUM TO SODEXO APPLICATION FOR MARYLAND**

I understand that under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.00.

I have read and understand the above statement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date

**ADDENDUM TO SODEXO APPLICATION FOR CALIFORNIA**

*Regarding questions on felony convictions in the Personal Section of the Application Form:*

Please exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.

The company will not deny employment to any applicant solely because the person has been convicted of a crime. Each case will be evaluated based on its own facts and merits.

I have read and understand the above statement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date

**ADDENDUM TO SODEXO APPLICATION FOR CONNECTICUT**

An applicant for employment need not disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to Conn. Gen. Stat. section 46b-146, 54-76o or 54-142a pertain to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. Applicants whose records have been so erased shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

I have read and understand the above statement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date

**ADDENDUM TO SODEXO APPLICATION FOR MASSACHUSETTS**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

I have read and understand the above statement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Sodexo does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, disability, veteran status or on any other basis protected by law. If needed, reasonable accommodations for the hiring process will be made.

**AUTHORIZATION AND RELEASE**

The information that I have provided is accurate to the best of my knowledge and subject to validation by Sodexo. I understand and agree that any misrepresentation or omission of a fact in my application may be justification for not being hired or, if hired, termination of any employment with Sodexo.

I understand that an offer of employment and my continued employment with Sodexo are contingent upon satisfactory proof of my authorization to work in the United States. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between myself and Sodexo for either employment or for the providing of any benefit. No promises regarding continued employment have been made to me, and I understand that no such promise or guarantee is binding upon Sodexo unless made in writing. I understand that my employment is terminable at-will, and that either I or my employer may terminate my employment at any time, with or without cause, for any or no reason, and that I am not being employed for any specific term.

I understand that business needs at times make conditions such as the following mandatory: overtime, shift work, and rotating work schedules. I understand and accept these conditions of my employment.

I understand that under Sodexo policy and applicable law, applicants will not be asked to take a lie detector or polygraph test.

I authorize a thorough investigation of my educational background, past employment and activities that may relate in any way to my potential fitness for employment with Sodexo.

I authorize schools and prior employers to provide any information they have concerning me to Sodexo, and I hereby hold harmless Sodexo and all those providing information from any liability that may arise out of or result from the provision or use of such information.

I understand that I may be required to take and pass a drug test as a condition of being hired at or transferred to a Sodexo location.

I have read and understand the above statement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date

## **CONSUMER NOTIFICATION**

This is to inform you that a consumer report or an investigative consumer report is being obtained from a consumer reporting agency (CRA) for the purpose of evaluating you for employment, promotion, reassignment, or retention as an employee.

This report may contain information bearing on your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. You may also have a right to request additional disclosures regarding the nature and scope of the investigation.

## **Notificación del Consumidor**

Esto es para informarlo ha usted que un reporte del consumidor o un reporte del investigatorio del consumidor esta haciendo obtenido por una agencia del reporte del consumidor (CRA) con el propósito de evaluarlo para empleo, para una promoción, para re asignarlo, o para retenerlo como un empleado.

Este informe puede contener información cojinete sobre el valor de su crédito, como otros miran su crédito, la capacidad de su crédito, el carate, la reputación general, el característico personal, o modo de vida. Usted también puede tener el derecho de pedir las revelaciones adicionales con respecto a la naturaleza y el alcance de la investigación.

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Sodexho Security

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