



Advice to Applicants

Thank you for your interest in working with us. We think you will find our approach to hospitality to be different from most other operators in the market, and we think this is the secret of our success. We believe the way to achieve the kind of business environment we want is to create a trusting relationship with our staff. In this atmosphere, both staff and the company can work out difficulties and make decisions together.

We are not just another service company, and we are not looking for just another applicant. This letter will give you some ideas of what to expect and how to proceed from here.

1. Do not try to complete this application now. Please take it home, give it some thought and take your time with it. Be sure to fill out completely, even if you include a resume. If a question does not apply to you, mark it "NA" so we know you didn't avoid the answer. We are a business of details and will only consider people who share our concern about the importance of handling all the small points.
2. We will verify all information given to us on the application. Any false or misleading statements will disqualify you from consideration, no matter how talented you may be.
3. We are committed to maintaining a drug-free workplace. This means we do not tolerate the possession of drugs or alcohol on the premises, nor do we permit our staff to work under the influence of drugs or alcohol.
4. We will verify all of your references. If we cannot check your references, we cannot consider you for employment. By signing this application you give us permission to check your references.
5. When you have completed the application, an interview will be set up immediately, if possible. If not, we will contact you. Based on our observations and a review of your application we will notify you about the status of your application.
6. We take staff selection very seriously. We will not take a "warm body" to quickly fill a vacancy. If you are good enough to become part of our team, you are an outstanding individual.
7. We are an equal opportunity employer, and we select only qualified applicants for every position. We will not discourage you from applying for any position you feel qualified for. We will make selections based on what strengths you bring to our team and how you will fit into our operating style. We are looking for people committed to professional excellence and exceptional guest service, which will make a positive contribution to our company for as long as we choose to work together.
8. We expect you to take an active role in your own success and the success of you co-workers. Toward this end, it will be part of your job responsibilities to help train your co-workers for positions of higher skill and responsibility.
9. We will regularly monitor your performance so you know where you stand and how you are doing.
10. Our success comes from exceeding our guest's expectations every time, and earning their regular patronage. Everything in our company is focused on achieving this goal. We do not believe in creating more rules or structure than is necessary.

Thank you again for your interest and your time.



Application for Employment

About You

First Name _____ Middle Initial _____ Last Name _____

Social Security No _____ - _____ - _____ Home Phone _____ Cell Phone _____

Street Address _____ City _____ State _____ Zip _____

Email Address _____

Are you 18 years or older? Yes No

How often do you check messages? _____ Can you read at a 6th grade level? _____

Have you been convicted of a crime (felony or misdemeanor)? _____ If yes, please provide details:

Are you currently subject to a pending criminal charge for any misdemeanor or felony? _____ If yes, please provide details:

(This question is designed to elicit information on all pending criminal charges, whether felony or misdemeanor. No applicant will be denied a position because of a pending criminal charge, which is not substantially related to the circumstances of the employment sought.)

Do you have reliable transportation to and from work? _____

Have you worked for us before? _____ If so, under what name? _____

Is additional information concerning change of name necessary to check work or education records? _____ If yes, please explain:

Do you have any friends or relatives working for us? _____ Who? _____

Is there any reason you could not perform all physical aspects of this job (including being able to lift up to 50 pounds)? _____ If yes, please provide details:

Have you ever been counseled or disciplined for being late or absent from work or school? Yes _____ No _____

The US Secretary of Health & Human Services has determined that certain diseases, including hepatitis A, salmonella shigella, staphylococcus, streptococcus, giarda and campylobacter, may prevent you from handling or serving food in a sanitary and healthy fashion. An essential function of some of our positions involves serving or handling food in a sanitary and healthy fashion. Can you, with or without reasonable accommodation, perform the essential functions of this job? Yes _____ No _____

About The Job

For what position are you applying? _____ Salary request:\$ _____

Would you accept another position? _____ If so, which one? _____

How did you hear about us? _____

AVAILABILITY:

MONDAY From _____ to _____ TUESDAY From _____ to _____ WEDNESDAY From _____ to _____ THURSDAY From _____ to _____

FRIDAY From _____ to _____ SATURDAY From _____ to _____ SUNDAY From _____ to _____

If hired, when could you begin work? _____ How many hours do you want to work each week? _____

ABOUT YOUR WORK EXPERIENCE(PLEASE START WITH YOUR MOST RECENT POSITION)

COMPANY _____ City/ST _____

Mo/Yr Hired _____ Mo/Yr Left _____ Starting Wage:\$ _____ Final Wage:\$ _____

Job Title _____ Reason for Leaving _____

Supervisor's Name _____ Position _____ Phone(____) _____

Eligible for Rehire: Yes No

Major Responsibilities and Accomplishments:

COMPANY _____ City/ST _____

Mo/Yr Hired _____ Mo/Yr Left _____ Starting Wage:\$ _____ Final Wage:\$ _____

Job Title _____ Reason for Leaving _____

Supervisor's Name _____ Position _____ Phone(____) _____

Eligible for Rehire: Yes No

Major Responsibilities and Accomplishments:

COMPANY _____ City/ST _____

Mo/Yr Hired _____ Mo/Yr Left _____ Starting Wage:\$ _____ Final Wage:\$ _____

Job Title _____ Reason for Leaving _____

Supervisor's Name _____ Position _____ Phone(____) _____

Eligible for Rehire: Yes No

Major Responsibilities and Accomplishments:

ABOUT YOUR EDUCATION

HIGH SCHOOL _____ City _____ State _____ Graduated: _____

COLLEGE _____ City _____ State _____ Degree _____

No. Yrs Completed _____ Major _____

Other education/training programs complete/professional memberships and certifications:

REFERENCES

Name	Relationship	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

EMERGENCY CONTACT

Name _____ Relationship _____ Phone # _____

OTHER COMMENTS – PLEASE ATTACH AN ADDITIONAL PAGE

I certify that the information above is complete and accurate to the best of my knowledge. I authorize the individuals, companies, and agencies concerned, to provide this company and its agents with all information necessary to verify the statements I have made in this application, and I release them from any liability in doing so. I understand that I must receive satisfactory references from previous employers, co-workers, and subordinates (if any) before an offer of employment can be made. I understand that incomplete or unsigned applications will not be considered and that false, incomplete or misleading statements are grounds for immediate discharge. I understand that any offer of employment is contingent upon proving my identity and documenting my right to work. I understand that these policies cannot be changed except in writing.

Signature _____ Print Name _____ Date _____

Applicant's Name _____ Date _____

DO NOT WRITE BELOW THIS LINE

Interviewed By: _____ Date _____

Remarks: _____

Hired Yes No Position _____ Dept _____

Salary/Wage _____ Start Date _____