

APPLICATION FOR EMPLOYMENT

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 that of most other operators and we think this is the secret of our success. Our company has several significant goals:

1. **TO EARN A REPUTATION AS THE BEST EMPLOYER IN THE AREA**
We will hire the most qualified people we can find. We will support their development. We will talk with them, learn from them, pay them well and demand a lot from each of them. We believe that only a happy and professional staff can give the level of personal service we demand. We see an investment in people to be a worthy investment in the future of the company.
2. **TO OPERATE THE MOST SUCCESSFUL OPERATIONS IN THE MARKET**
Our operations will be exciting, diverse and profitable. We will foster high professional standards. We will find out what our guests want and be sure they are getting it. We will maintain rigid sanitation standards. We will address the nutritional concerns of our guests. We will constantly re-examine our operations to stay fresh and responsive to our market while being stimulating to our staff.
3. **TO BE A GOOD CITIZEN**
We will support and participate in worthy community projects and maintain a highly visible leadership role in local activities.
4. **TO MAINTAIN AN OPEN, PROACTIVE WORKING RELATIONSHIP**
We believe the way to achieve extraordinary success is to develop an open, trusting, positive relationship among all staff members. We will maintain open and direct communications. We will nurture, respect and demand integrity.
5. **TO MAKE A PROFIT**
We recognize that the basis for personal and professional growth is opportunity. Our mutual profitability is key to the creation of that opportunity.
6. **TO GIVE A GREAT TIME**
We recognize that people go out to eat because they are looking for a great time, not just a good meal. We will build fun and enthusiasm in our company in the interest of our collective mental health and peace of mind.

This letter will give you some ideas of what to expect and how to proceed from here:

1. If you are not able to complete your application at this time, feel free to take it home, if necessary. Be sure to fill it out **completely**. Even if you are enclosing a resume, we are in a detail oriented business and will only consider candidates who share our concern for the "small stuff".
2. We will verify **all** information you give us on the applications. **Any** false or misleading statements will disqualify you from consideration. We are not as concerned with **what** you tell us as we are that you tell us the truth. Honesty is always the best policy, especially if you hope to become part of our team.

3. We are committed to maintaining a drug-free workplace. This means that 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 believe that smoking does not contribute to our success. This means that there are no breaks during peak meal periods and that smokers are not entitled to a "smoker's break" at any time.
5. We will verify your references. If we cannot check your references, we cannot consider you for employment, so be sure to list valid names and phone #s. It does not matter if they still work for your old company or not. Please be sure that everyone you list knows to expect a call from us and has your permission to talk with us. It may require some work on your part, but, then, it **takes** a little extra effort to succeed in this business!
6. On the last page, we give you an opportunity to make a personal "sales pitch". Give it some thought and present a case for yourself. After all, if **you** don't believe in you, why should we?
7. Read the final statement carefully before you sign it .If you have any questions, please ask them before you give us your application. We will not consider unsigned applications.
8. When you have completed the application, present it to a manager to set up an initial interview time. That time may be immediately.
9. We are an equal opportunity employer and we will select only qualified applicants for every position. Period. We will not discourage you from applying for any position for which you feel you are qualified . We will make selections based on what strengths you bring to our team and how you fit into our operating style. We are looking for people committed to professional excellence and legendary guest service who will make a positive contribution to our company for as long as we choose to work together.
10. We expect you to take an active role in your own success and the success of your co-workers. It will be part of your job responsibilities to help train your co-workers for positions of higher skill and responsibility.
11. We will regularly evaluate your performance so you know where you stand and how you are doing. The purpose is to assist with your personal and professional development. We will also ask that you evaluate the effectiveness of your coaches, which will become a part of their performance appraisal. We do not keep secrets from each other or ignore unproductive behavior.

Thank you again for your interest and your time. We wish you all the luck in the future, whatever direction your career may take you.

With best regards,

APPLICATION FOR EMPLOYMENT

Name _____ Nickname _____

Social Security # _____ - _____ - _____ Home Phone _____

Message Phone? _____ How often do you check for messages? _____

Street Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Email Address _____

Do you have reliable transportation to meet any scheduled shift? _____ Do you smoke? _____

Can you read at a 6th grade level? _____ Have you been convicted of a felony? _____

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

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

Do you have a valid driver's license? State _____ License # _____

Can you provide proof that you are old enough to serve alcohol if applying for such position? _____

Do you have a legal right to work in the U.S. and can you provide documentation? _____

Can you perform all physical aspects of this job, including the ability to lift 50 lbs? _____

Describe your use of drugs and alcohol: _____

ABOUT THE JOB

For what position are you applying? _____ Salary requirement \$ _____ per _____

Would you accept another position? _____ Which one? _____

Do you prefer full or part time work? _____ How many hours? _____ How many shifts? _____

When could you begin working for us part time? _____ full time? _____

List your availability for both day and evening hours:

	Monday	Tuesday	Wed	Thur	Friday	Sat	Sunday
day							
evening							

ABOUT YOUR EDUCATION

School	City	State	years complete	major	verification phone	grad? degree?
High School						
College						
College						
Grad School						

Extracurricular activities _____
 Other training programs completed _____
 Professional memberships and certifications _____

ABOUT YOUR WORK EXPERIENCE

(please start with your most recent position) Resume attached? _____yes_____no

COMPANY _____ Mo/Yr hired _____ Mo/Yr left _____

Position _____ Reason for leaving _____

Starting wage \$ _____ per _____ Ending wage \$ _____ per _____

Supervisors Name _____ Position _____ Phone _____

Major responsibilities and accomplishments _____

COMPANY _____ Mo/Yr hired _____ Mo/Yr left _____

Position _____ Reason for leaving _____

Starting wage \$ _____ per _____ Ending wage \$ _____ per _____

Supervisor's name _____ Position _____ Phone _____

Major responsibilities and accomplishments _____

COMPANY _____ Mo/Yr hired _____ Mo/Yr left _____

Position _____ Reason for leaving _____

Starting wage \$ _____ per _____ Ending wage \$ _____ per _____

Supervisor's name _____ Position _____ Phone _____

Major responsibilities and accomplishments _____

OTHER COMMENTS

Why would you be a good choice for this position? _____

I certify the information above is complete and accurate to the best of my knowledge. I authorize all concerned to provide this company with all information necessary to verify the statements I have made in this application and I release them from any liability for so doing. I understand that I must receive satisfactory references from previous employers before an offer of employment can be made ; incomplete or unsigned applications will not be considered and that false, incomplete or misleading statements are grounds for my immediate discharge I understand that if hired, my employment would not create an employment contract, but an employment-at-will relationship exists by which the company or I may terminate my employment at any time, with or without cause.

Signature _____ Print Name _____ Date _____