## Application for

## Employment

THIS APPLICATION FOR EMPLOYMENT TEMPLATE SHOULD BE USED ONLY AS A GUIDE. YOU MUST REVIEW, IN DETAIL, THIS FORM AND MODIFY AS APPROPRIATE FOR YOUR RESTAURANT. COMPETENT LEGAL ADVICE SHOULD ALSO BE SOUGHT TO VERIFY THAT THIS DOCUMENT IS IN COMPLIANCE WITH LAWS AND STATUTES IN YOUR AREA.

We strive to provide a great ALL-AROUND experience for each person that enters the restaurant. It is an expectation that each employee will do his or her part to cultivate an environment that guest love to return to.

Dear Applicant:

Welcome to Ivar’s River Pub. Prior to completing the application for employment, please understand that we are serious about creating a productive working environment for our staff and maintaining the highest levels of quality, service and attention for our guests.

We want you to understand that we also believe in living our values, some of which are:

* We believe that good enough isn’t.
* We believe in doing business in a professional and orderly manner.
* We believe in honesty and integrity.
* We believe that only a happy and professional staff can give the level of personal service we demand.
* We believe in the ongoing training and development of our staff and see it as a worthy investment in the future of the company.
* We believe in providing legendary service – the unique and powerful sort of personal care and attention that our guests tell stories about.
* We believe that everyone is capable of being an A+ player.

If this feels like an environment for you, please complete the application.

*Ivar’s River Pub* - Application for Employment

## We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

***\*\* PLEASE PRINT CLEARLY \*\****

Position(s) applied for Date / /

How did you find out about this job? ❑ Newspaper ❑ Employee ❑ Walk-in ❑ Relative ❑ Other

Why are you seeking a new job at this time?

 **Applicant Information**

First Name Middle Last

Street Address Social Security No.

City/State/Zip Phone (\_\_\_\_)

If hired, do you have a reliable means of transportation to get to work? Describe

Are you at least 18 years old? If you are under 18 years of age, can you furnish a work permit?

If the job you are applying for requires driving: Driver’s License No. \_ State Expiration Date

Are you legally eligible for employment in the U.S.? (Proof of U.S. citizenship or immigration status is required if hired.)

Have you been convicted of a crime? (Massachusetts applicants should not include misdemeanor convictions; California applicants should not include marijuana-related convictions that occurred more than 2 years prior to the application date.) ❑ Yes ❑ No If yes, state the nature of the offense and disposition of the case. Include dates and places. (NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

Are you a veteran? If yes, give dates of service: From To

List any special skills or training:

 **Employment Information**

Are you seeking full time, part time or temporary employment? \_

What hours and shift(s) would you prefer to work?

List D you are not available to work?

Weekends? Holidays? .

Are you currently employed? If hired, when would you be able to start?

Have you ever worked at this location? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any friends or relatives employed by this company:

Have you ever been discharged or asked to resign from any position? If yes, please describe:

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all these tasks with or without reasonable accommodation? Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need:

Please describe:

 **Education (circle highest level achieved)**

Elementary: 1 2 3 4 5 6 7 8 Secondary: 9 10 11 12 G.E.D College: 1 2 3 4 5 6 7 8

Name of School: Name of School: Name of School:

Location of School: Location of School: Location of School:

If in high school, are you enrolled in a recognized co-op program? ❑ Yes ❑ No Degree & Major:

If yes, identify program and school: Minor:

 **Work History (**please begin with most recent)

|  |
| --- |
| 1. Company Phone No. with Area Code ( )

 Address City/State/Zip  Dates of Employment: From To Salary: Beginning Ending  Job Title Supervisor’s Name & Title  Describe duties briefly:  Specific reason for leaving: 2. Company Phone No. with Area Code ( )  Address City/State/Zip  Dates of Employment: From To Salary: Beginning Ending  Job Title Supervisor’s Name & Title  Describe duties briefly:  Specific reason for leaving: 3. Company Phone No. with Area Code ( )  Address City/State/Zip  Dates of Employment: From To Salary: Beginning Ending  Job Title Supervisor’s Name & Title  Describe duties briefly:  Specific reason for leaving: 4. Company Phone No. with Area Code ( )  Address City/State/Zip  Dates of Employment: From To Salary: Beginning Ending  Job Title Supervisor’s Name & Title  Describe duties briefly:  Specific reason for leaving:  |
| **For references purposes:** Have you worked for any of these organizations or attended school under a different name? . If yes, give name and organization(s) **May we contact the employers listed above?** If not, list the employers you do not wish us to contact and why:    |

**Authorizations & At-Will Employment Agreement**

**(please read carefully, then sign and date below)**

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification form my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment, in the event I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician.

**AT-WILL EMPLOYMENT AGREEMENT**

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company’s President is authorized to change the employment-at-will status and such a change can only be done in writing. I have read, understand, and agree to the above.

Signature Date

Name (please print)

**Massachusetts Employment Only:** An application for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to any 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.

**Massachusetts & Maryland Employment Only:** 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/or subject to criminal penalties and civil liabilities.