

## APPLICATION FOR EMPLOYMENT

Paolo's Italian Kitchen is an equal opportunity employer, dedicated to a policy of non-discrimination in employment or any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.

**Please complete entire application to ensure processing.**

### PERSONAL INFORMATION (Please print)

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip Code/Postal Code \_\_\_\_\_

Phone Number (\_\_\_\_)-\_\_\_\_-\_\_\_\_ E-mail: \_\_\_\_\_ Referred by: \_\_\_\_\_

Are you legally eligible for employment in the U.S.? Yes  No

(All new hires will be required to provide proof of eligibility to work in the U.S.)

Are you less than 18 years of age? Yes  No  (Hire is subject to verification that you are of minimum legal age.)

If you are applying for Server or Bartender that serves liquor: Are you 21 years or older? Yes  No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes  No

(A conviction will not necessarily disqualify you from employment.)

If yes, please give details:

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

### EMPLOYMENT DESIRED

Position Desired: \_\_\_\_\_ Hourly Pay Desired: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

Specify hours available for each day of the week.

Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday

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

Are you able to work overtime? Yes  No

Have you ever worked for any of Chef Tai's restaurants?

If yes, when? Which restaurant? \_\_\_\_\_

**EDUCATION**

Circle Year Completed:

**High School**    **Name of School:** \_\_\_\_\_ **1 2 3 4 did you graduate? Y N**

**College**        **Name of School:** \_\_\_\_\_ **1 2 3 4 did you graduate? Y N**

**Post-College**    **Name of School:** \_\_\_\_\_ **1 2 3 4 did you graduate? Y N**

**Trade School or Other**    **Name of School:** \_\_\_\_\_ **1 2 3 4 did you graduate? Y N**

**Subjects Studied and Degrees Received:** \_\_\_\_\_

Do you have prior serving experience? Yes  No  If so, where did you serve? \_\_\_\_\_

<b>FORMER EMPLOYERS</b> <i>List below current and last three employers, stating with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.</i>					
Date (M/D/Y)					
1	From	Current Employer (Name and Address of Employer – Type of Business)	Salary Or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average# of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contract?	
2	From	Previous Employer (Name and Address of Employer – Type of Business)	Salary Or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average# of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contract?	
3	From	Previous Employer (Name and Address of Employer – Type of Business)	Salary Or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average# of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contract?	
4	From	Previous Employer (Name and Address of Employer – Type of Business)	Salary Or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average# of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contract?	

*Please answer the following questions. This is a great way for us to get to know you before you interview with a manager.*

*\* Explain the importance of teamwork.*

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*\*Explain what it means to "take ownership" of one's job.*

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*\*What, in your opinion, does it take to provide good customer service?*

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*\*Explain any personal qualifications that you feel will make you the best candidate for the position you are seeking.*

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*\*As a guest in a restaurant, what would your ideal "total experience" consist of?*

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*\*Summarize the skills that support your request for this position including training and job-related experience.*

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*\*Why are you interested in working for Paolo's Italian Kitchen?*

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REFERENCES

Give below the names of three professional references, whom you have known at least one year.

1) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Business: \_\_\_\_\_

Years Acquainted: \_\_\_\_\_ How Do You Know This Person? \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Business: \_\_\_\_\_

Years Acquainted: \_\_\_\_\_ How Do You Know This Person? \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Business: \_\_\_\_\_

Years Acquainted: \_\_\_\_\_ How Do You Know This Person? \_\_\_\_\_

I hereby authorize Paolo's Italian Kitchen to thoroughly investigate my background, references, employment record **and other matters related to my suitability for employment. I authorize persons, my current employer (if applicable),** and previous employers and organizations contacted by Paolo's Italian Kitchen to provide any relevant information **regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Paolo's Italian Kitchen. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Paolo's Italian Kitchen to hire me. I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or Paolo's Italian Kitchen at any time without prior notice for any reason.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO HIRING A DIVERSE WORKFORCE.