

# Province 620 Restaurant APPLICATION FOR EMPLOYMENT

To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.** The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex, disability, or national origin. P.L. 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age. The laws of some States also prohibit some or all of the above types of discrimination. You are not requested to answer any questions unless the Employer indicates the information is needed for a bona fide occupational qualification, national security law, or other legally permissible reasons. Province 620 is an equal opportunity employer and complies with all discrimination laws.

Date \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

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

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Address \_\_\_\_\_

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Position desired \_\_\_\_\_ Date you can start \_\_\_\_\_

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

Will you work mornings? \_\_\_\_\_

Will you work afternoons? \_\_\_\_\_

Will you work nights? \_\_\_\_\_

Will You Work Weekends? \_\_\_\_\_

Full Time? \_\_\_\_\_ Part Time? \_\_\_\_\_

Approximate number of hours desired \_\_\_\_\_

Comments on work schedule \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please fill out the schedule you desire.

M T W TH F S SU

AM						
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PM						
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Do you have reliable transportation, including public transportation, to get to work? \_\_\_\_\_

If not a U.S. citizen, will you, before employment, submit verification of your legal right to work in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you of legal age (18) to serve alcoholic beverages? \_\_\_\_\_

If you are under 21 years of age/ state your age \_\_\_\_\_

If so, proof of age is required prior to employment.

SCHOOLS ATTENDED	
Grade School _____	Did you Graduate? _____
High School _____	Did you Graduate? _____
College _____	Did you Graduate? _____
Other _____	_____
_____	_____

Current or most recent Employer \_\_\_\_\_

From(MO/YR.) \_\_\_\_\_ To(MO/YR.) \_\_\_\_\_

May we contact them about this application? \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Position \_\_\_\_\_

Starting Pay \_\_\_\_\_ Ending Pay \_\_\_\_\_

Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Second most current Employer _____ From(MO/YR.) _____ To(MO/YR.) _____ May we contact them about this application? _____ Address _____ Phone# _____ Position _____ Starting Pay _____ Ending Pay _____ Supervisor _____ Reason for leaving? _____
Third most current Employer _____ From(MO/YR.) _____ To(MO/YR.) _____ May we contact them about this application? _____ Address _____ Phone# _____ Position _____ Starting Pay _____ Ending Pay _____ Supervisor _____ Reason for Leaving? _____

Do you have any obligations, such as school or another job, that will influence your work schedule? If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you perform the necessary functions to carry out the job you are applying for? \_\_\_\_\_

Can we get in touch with you by telephone daily if necessary? \_\_\_\_\_

Do you have any physical or mental limitations that might limit your job duties? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

Have you ever pled guilty or no contest to a criminal charge? Have you been convicted by a grand jury? Have you been convicted of a criminal charge of a sexual, drug-related, violent, or theft-related nature? Anything else? If yes, please give charge, location, date, and circumstances?(A conviction will not necessarily disqualify an applicant from employment.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you respect the rights of others, conduct yourself professionally, and comply with the rules and regulations of this establishment? \_\_\_\_\_

\_\_\_\_\_

Do you consent to a Drug Test if the owner or manager requests one? \_\_\_\_\_

**ALL APPLICANTS MUST READ CAREFULLY AND SIGN BELOW.**

I have carefully read and understood this application for employment at the Province 620 Restaurant. I understand that any false or incomplete information in an application for employment is a serious matter and is grounds for dismissal and forfeiture of related benefits. I also understand that my employment is "at will" and I can be terminated without cause and without prior notice. I hereby give permission to this establishment to investigate my previous employment, educational background, information regarding my character, and general reputation. I agree not to discuss my rate of pay, or the rate of pay of others, with other Province 620 Restaurant employees. I agree to conform to the rules and regulations of the Company. I also agree to full release of liability to Province 620 Restaurant for providing reference to all potential employers in the event of my termination. I release all persons who furnish such information to Province 620 Restaurant from all liability and damages. I request employment with the understanding that I will not give any information to any person, corporation, or firm, pertaining to the Province 620 Restaurant's business, including recipes, properties, trade secrets, product information, account information, business processes, records, statistics, pricing practices, ordering information, trade names, trademarks, customer information, etc. I understand that the penalty for employee theft or sabotage will be termination and prosecution. I agree to return all property of the restaurant upon termination or resignation. By signing below I acknowledge I understand this application and agree to follow the rules and regulations set forth by this establishment.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_