

Olivera's Restaurant

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

In order for you to be considered for employment, this application must be filled out in its ENTIRETY.
All statements made by applicants for employment on this application form will be checked for accuracy.

Name: (First, Last, Middle)		Today's Date: / /	
Current Address			
Previous Address		E-mail address	
Social Security Number		Cellular Phone No	
Position(s) applying for (Must check specific position listed to be considered) <input type="checkbox"/> Server <input type="checkbox"/> Host <input type="checkbox"/> Bartender <input type="checkbox"/> Line Cook <input type="checkbox"/> Pizza Cook <input type="checkbox"/> Dishwasher <input type="checkbox"/> Delivery Driver		Work Phone No	
		Did someone refer you to apply for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who?	
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are applying for a server or bartender position, do you meet the legal state age requirement to serve alcohol? (18 in MI) <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have the legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No It is the policy of this employer to hire only United States Citizens or individuals authorized to work in the United States. All employees must verify employment eligibility prior to beginning work.	
Date you are available to start employment: / /	How many hours per week do you expect to work?	Expected Hourly Rate	Expected Weekly Earnings
Relatives Employed by Olivera's Name:		Length of time:	Relationship:
(Relatives employed by Olivera's will not necessarily exclude you from employment but will be carefully considered for job placement to avoid a direct supervisory relationship/conflict between relatives)			

Work Schedule Availability

What shifts/hours are you available to work? Shifts start as early as 9AM and end as late as 2AM (please list start & end times under each day available to work)

Shift	MON	TUES	WED	THUR	FRI	SAT	SUN
START							
END							

- Are you willing to work a split shift? Yes No Are you willing to stay late in an emergency? Yes No
- Are you willing to work holidays / weekends? Yes No Is your schedule flexible so you can attend training? Yes No
- Do you have a reliable means of transportation to and from work? Yes No
- Olivera's does not permit smoking on the property while on duty. Are you willing to comply? Yes No
- Olivera's does not tolerate drug use by employees before or during work. Are you willing to comply? Yes No
- Up to 50 lbs. of lifting several times a day is an essential function of kitchen positions. Are you willing and able to comply with this requirement? Yes No
- Being on your feet for 6-9 hours at a time is a requirement in dining room positions. Are you willing and able to comply with this requirement? Yes No
- If hired, would you be willing and able to work at our other location(s) if needed? Yes No

Education	Name and location of school	Last year completed	Courses majored in	Graduate? List Degrees.
High School		9 10 11 12		Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No
College		1 2 3 4		
Other				

Work History – List your last 3 jobs. Please fill out all information completely

	Current or Most Recent Job	Previous Job	Previous Job
Company Name			
Company Address			
Company Phone Number			
Name and Title of Immediate Supervisor			
Job Title / Position			
Dates of Employment	_____/_____/_____ Month/Year to Month/Year	_____/_____/_____ Month/Year to Month/Year	_____/_____/_____ Month/Year to Month/Year
Reason for Leaving			
May we contact this employer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rate of Pay	\$ _____ \$ _____ Starting Wage Ending Wage	\$ _____ \$ _____ Starting Wage Ending Wage	\$ _____ \$ _____ Starting Wage Ending Wage

Are you presently or have you ever submitted an application for employment here? Yes No

Have you been convicted of a felony, or been incarcerated in connection with a felony, in the past 10 years? (You do not have to disclose any convictions that have been annulled, expunged, erased, pardoned, or sealed by a court. A conviction will not necessarily exclude you from employment.) Yes No
If you answered YES, please explain:

Skills/ Certifications Acquired

MILITARY EXPERIENCE (If applicable)

VOLUNTEER EXPERIENCE, List Activities & Skills Acquired: (Exclude activities relating to race, religion, color, ancestry, age, national origin, gender and disability)

RESTAURANT CERTIFICATION(S) (TIPS, ServSafe, Allergen, etc.)

Is there anything else you would like for us to know about you?

Statement

I certify the facts set forth in my application are true and complete. I understand and agree that, if employed, any misrepresentation, false statements, or omission of facts on this application may result in dismissal. I authorize Riccardo Biella INC., dba Olivera's Restaurant to check all personal and employment references and to verify all information I have included on this application form.

I understand and agree that this application, policies, practices and procedures, and all other communication distributed to me by Riccardo Biella INC., dba Olivera's Restaurant do not constitute or supplement any contract of employment. If I am hired, I understand and agree that all benefits, policies, and procedures may be changed by Riccardo Biella INC., dba Olivera's Restaurant at any time, with or without notice. I further understand and agree that I have the option to terminate my employment relationship with Riccardo Biella INC., dba Olivera's Restaurant, with or without cause and without notice at any time, and that Riccardo Biella INC., dba Olivera's Restaurant retain a similar right.

I understand and agree that this application will be kept on active file for 30 days from the date completed, after which time I would have to reapply in accordance with established company procedures. However, I understand and agree that the agreement to submit eligible disputes to Riccardo Biella INC., dba Olivera's Restaurant does not terminate after 30 days and applies to my entire length of employment.

Initial _____

Signature of Applicant

Date

interviewer notes:

interview conducted by: _____ on / / status: _____

start date: / /