

## Statement of Values

Dear Applicant:

Welcome to the *Burger & Beer Joint*. 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 good enough.*

*We believe in doing business in a professional and orderly manner.*

*We believe in honesty and integrity and being accountable for one's own actions.*

*We believe in the satisfaction of a hard day's work.*

*We believe in going the extra distance to fulfill guest's request, that finding a way to always say "yes" is the magic of great service.*

*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 warm, memorable service – the unique and powerful sort of personal care and attention that our guests come back for and tell stories about.*

*We believe in empowering our staff to take ownership of our business, to take personal responsibility for its guests and the experience they receive.*

*We believe that you must be willing to adapt and do whatever it takes in order to succeed.*

If this feels like an environment for you, please complete the application. If not, we thank-you for your time and wish you the best of luck.

Sincerely,

*B & B Joint Management*

**Burger & Beer Joint**

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**Initial Survery**





## APPLICATION FOR EMPLOYMENT

### **An Equal Opportunity Employer**

*It is the policy, preference and practice of The Burger & Beer Joint to provide equal employment opportunities to all qualified applicants and employees. Employees are hired on the basis of merit and their ability to perform the job, without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, gender, sexual orientation, military service status or any other basis protected by federal, state or local law.*

All information will be treated confidentially. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use an additional sheet if you do not have enough room on this application. PLEASE PRINT NEATLY AND USE BLACK OR BLUE INK.

Name: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Street Apt. # City State Zip Code

Phone Numbers: \_\_\_\_\_  
Home Cell Work

E-Mail Address: \_\_\_\_\_

Location & Position Desired: \_\_\_\_\_

**General Employment Information**

Which type of employment are you seeking:  
qFull-Time    qPart-Time    qTemporary    qOn-Call

Date available for work: \_\_\_\_\_  
Desired pay: \_\_\_\_\_

Time of day available for work:  
qMorning    qAfternoon    qEvening

Days available for work:  
qMonday    qTuesday    qWednesday    qThursday    qFriday  
qSaturday    qSunday    Are you available Holidays?: \_\_\_\_\_

Are you at least 18 years of age?                      qYes    qNo

Have you ever worked for The B & B Joint before?                      qYes    qNo  
If yes, which?: \_\_\_\_\_                      Dates of employment: \_\_\_\_\_

Have you ever applied for a job with The B & B Joint?                      qYes    qNo  
If yes, for what position: \_\_\_\_\_                      Approximate date: \_\_\_\_\_

Do you have any relatives/significant other who currently work for The B & B Joint?                      qYes    qNo  
If yes, Name: \_\_\_\_\_    Position: \_\_\_\_\_    Location: \_\_\_\_\_

Are you legally eligible for employment in the United States?                      qYes    qNo  
*Proof of citizenship or immigration status will be required on your first day of employment.*

Have you ever been convicted of a law violation (other than a minor traffic violation)? (Optional) qYes  
qNo  
*A "yes" answer does not automatically disqualify you from employment, as the nature of the offense, date and job for which you are applying will be considered.*  
If yes, give details \_\_\_\_\_

Have you ever been discharged from employment or asked to resign?                      qYes    qNo  
If yes, please explain: \_\_\_\_\_

How were you referred?  
q The B & B Joint Employee: \_\_\_\_\_                       Recruiters/Headhunters  
q Internet                       Other \_\_\_\_\_  
q Newspaper Advertisement

For driving jobs only, do you have a valid driver's license:                      qYes    qNo  
Driver's License State: \_\_\_\_\_    Number \_\_\_\_\_    Class: \_\_\_\_\_  
Have you had your driver's license revoked in the last three years?                      qYes    qNo  
If yes, give details: \_\_\_\_\_



***Additional Experience, Skills or Training***

Please list any additional experience, skills or training which you believe should be considered in evaluating your qualifications for employment:

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***References***

Please list three references. At least two should be professional contacts.

Name and Title	Company and Full Address	Telephone Number	Relationship

***Applicant's Certification & Authorization***

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient grounds for dismissal.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, previous employer or organization named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that this application or subsequent employment does not create a contract of employment, nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of The B & B Joint and my employment may be terminated at any time, with or without cause and with or without notice.

I have read, understand, and by my signature, consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For Office Use Only***

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Please evaluate the information on the application as pertains to the position desired:

	Excellent	Meets Job Requirements	Does Not Meet Job Requirements
Education	q	q	q
Relevant Job Experience	q	q	q
Relevant Skills	q	q	q
Job Stability	q	q	q
Availability	q	q	q

Notes:

Do you believe this applicant should be considered for a different position/location?    qYes        qNo

If yes, which position/location? \_\_\_\_\_