

JOB APPLICATION



ADVICE TO APPLICANTS

Thank you for your interest in working with us. We think you will find our approach to hospitality to be different from that of most other operators and we think this is the secret of our success. **Our company has several significant goals:**

1. TO EARN A REPUTATION AS THE BEST EMPLOYER IN DETROIT

We will hire the most qualified people we can find. We will support their development. We will talk with them, learn from them, pay them well and demand a lot from each of them. We believe that only a happy and professional staff can give the level of personal service we expect. We see an investment in people to be a worthy investment in the future of the company.

2. TO OPERATE THE MOST SUCCESSFUL RESTAURANT IN NOVI

Our restaurant will be exciting, diverse and profitable. We will foster high professional standards. We will find out what our guests want and be sure they are getting it. We will maintain rigid sanitation standards. We will address the nutritional concerns of our guests. We will constantly re-examine our operations to stay fresh and responsive to our market while being stimulating to our staff.

3. TO BE A GOOD CITIZEN

We will support and participate in worthy community projects and maintain a highly visible leadership role in local activities. We celebrate contribution.

4. TO MAKE A PROFIT

We recognize that the basis for personal and professional growth is opportunity. Our mutual profitability is key to the creation of that opportunity.

5. TO PROVIDE A MEMORABLE EXPERIENCE

We recognize that people go out to eat because they are looking for a great time, not just a good meal. We will build fun and enthusiasm in our company in the interest of our collective success and peace of mind.

This letter will give you some ideas of what to expect and how to proceed from here:

1. Be sure to fill this form out completely. Even if you are enclosing a resume, we are in a detail oriented business and will only consider candidates who share our concern for the "small stuff".
2. We will verify all information you give us on the applications. Any false or misleading statements will disqualify you from consideration. We are not as concerned with what you tell us as we are that you tell us the truth. Honesty is always the best policy, especially if you hope to become part of our team.
3. We are committed to maintaining a drug-free workplace. This means that we do not tolerate the possession of drugs or alcohol on the premises nor do we permit our staff to work under the influence of drugs or alcohol.
4. We believe that smoking does not contribute to our success. This means that there are no breaks during peak meal periods and that smokers are not entitled to a "smoker's break" at any time. We work hard to provide an experience that accounts for all the senses the smell of cigarette smoke does not contribute to the ambiance.
5. We will verify your references. If we cannot check your references, we cannot consider you for employment, so be sure to list valid names and phone #s. It does not matter if they still work for your old company or not. Please be sure that everyone you list knows to expect a call from us and has your permission to talk with us. It may require some work on your part, but, then, it takes a little extra effort to succeed in this business!
6. On the last page, we give you an opportunity to make a personal "sales pitch". Give it some thought and present a case for yourself. After all, if you don't believe in you, why should we?
7. Read the final statement carefully before you sign it. If you have any questions, please ask them before you give us your application. We will not consider unsigned applications.
8. When you have completed the application, present it to a manager to set up an initial interview time. That time may be immediately. If you plan to interview today, please be sure you are dressed appropriately for a job interview.
9. We are an equal opportunity employer and we will select only qualified applicants for every position. Period. We will not discourage you from applying for any position for which you feel you are qualified. We will make selections based on what strengths you bring to our team and how you fit into our operating style. We are looking for people committed to professional excellence and legendary guest service who will make a positive contribution to our company for as long as we choose to work together.
10. We expect you to take an active role in your own success and the success of your co-workers. It will be part of your job responsibilities to help train your co-workers for positions of higher skill and responsibility.
11. We will regularly evaluate your performance so you know where you stand and how you are doing. The purpose is to assist with your personal and professional development. We will also ask that you evaluate the effectiveness of your leaders, which will become a part of their performance appraisal. We do not keep secrets from each other or ignore unproductive behavior.

Thank you again for your interest and your time. We wish you all the luck in the future, whatever direction your career may take you.

APPLICATION FORM



DATE:

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

ADDRESS: _____ APARTMENT: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS: _____ LAST 4 DIGITS OF SOCIAL _____

EMAIL: _____ SECURITY NUMBER: _____

POSITION APPLIED FOR: _____

SHIFTS AVAILABLE TO WORK: (CHECK ALL THAT APPLY)

DAYS

NIGHTS

WEEK-ENDS

SHIFTS NOT AVAILABLE TO WORK: (LIST ALL THAT APPLY):

HAVE YOU EVER BEEN EMPLOYED BY US BEFORE?

IF YES, DATE: _____

ARE YOU CURRENTLY EMPLOYED?

YES

NO

MAY WE CONTACT YOUR PRESENT EMPLOYER?

YES

NO

ARE YOU 18 YEARS OR OLDER?

YES

NO

ARE YOU A U.S. CITIZEN OR AUTHORIZED BY INS TO WORK?

YES

NO

(Proof of citizenship or immigration status is required upon employment.)

YOU ARE AVAILABLE TO WORK:

FULL TIME

PART TIME

TEMPORARY

DATE YOU CAN BEGIN WORK:

HAVE YOU BEEN CONVICTED OF A CRIME WITHIN THE LAST SEVEN (7) YEARS?

YES

NO

(Other than a traffic violation.) (Conviction will not necessarily disqualify an applicant from employment)

IF YES, PLEASE EXPLAIN: _____

EDUCATION

	SCHOOL ADDRESS	CREDITS EARNED	MAJOR	DIPLOMA/DEGREE
HIGH SCHOOL:				
COLLEGE:				
TECHNICAL/OTHER:				

List below all present and past employment, beginning with your most recent. All times must be accounted for whether employed or not. Attach an additional sheet if necessary.

	NAME & ADDRESS OF COMPANY & TYPE OF BUSINESS		FROM	TO	DESCRIBE IN DETAIL WORK YOU DID AND YOUR TITLE	WEEKLY START SALARY OR HOURLY RATE	WEEKLY END SALARY OR HOURLY RATE	REASON FOR LEAVING	NAME, TITLE AND PHONE NUMBER OF YOUR SUPERVISOR
	MO	YR	MO	YR					
1.									
2.									
3.									
4.									
5.									

I hereby give Joe & Aldo's Italian Tavern permission to contact my former employers and be provided with complete information regarding my former employment including any and all information included in my personnel file and/or reasons for the end of my employment.

PERSONAL REFERENCES:

NAME: _____ COMPANY: _____ PHONE: _____

ADDRESS: _____ RELATIONSHIP: _____

CITY/ STATE/ ZIP: _____

NAME: _____ COMPANY: _____ PHONE: _____

ADDRESS: _____ RELATIONSHIP: _____

CITY/ STATE/ ZIP: _____

NAME: _____ COMPANY: _____ PHONE: _____

ADDRESS: _____ RELATIONSHIP: _____

CITY/ STATE/ ZIP: _____

WHY WOULD YOU BE A GOOD CHOICE FOR THIS POSITION? _____

APPLICANT'S STATEMENT AND CONDITIONS OF EMPLOYMENT



(Please read carefully before signing.)

I certify that the answers given by me in this employment application are true, correct and complete. I agree that Joe & Aldo's Italian Tavern shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application. Further, I agree that if I seek damages for my termination and it is determined that, in any respect, that my employment was terminated and/or would have been terminated because of misstatements or pertinent omissions made by me in this application or failure to follow Joe & Aldo's Italian Tavern rules or regulations, that I will be responsible for any and all actual attorney fees and costs incurred by Joe & Aldo's Italian Tavern in defending itself.

I agree to the search or examination of myself or personal property while on Joe & Aldo's Italian Tavern premises. I also authorize any company, school, police or security personnel, or other person to give any information regarding my employment, habits, ability, or any other characteristics whatsoever, together with any information they have regarding me whether or not it is in their records, to Joe & Aldo's Italian Tavern. I hereby release all companies, schools, or other persons from liability for any damages whatsoever for releasing this information. The use of results from this form and/or tests will be used for prudent employment decisions. It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates Joe & Aldo's Italian Tavern to employ me.

In the event of employment, I will comply with all Joe & Aldo's Italian Tavern rules and regulations as established from time to time. I also understand that Joe & Aldo's Italian Tavern retains the right to amend, modify, add or delete any or all policies or procedures at its sole and absolute discretion.

I hereby understand and acknowledge that any employment relationship with Joe & Aldo's Italian Tavern is of an "At-Will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without notice, with or without cause. It is further understood that this "At-Will" employment relationship may not be changed by any written document or by verbal agreement unless such change is specifically acknowledged in writing by an authorized Executive of Joe & Aldo's Italian Tavern.

During my employment with Joe & Aldo's Italian Tavern and after my employment ends, I agree not to disclose any confidential or proprietary information regarding operating and trade secrets. I further agree that with respect to any civil litigation involving Joe & Aldo's Italian Tavern in which I am a potential witness and which does not involve an actual or potential claim by me personally, I will not discuss the facts of the case with any third parties without first notifying Joe & Aldo's Italian Tavern or unless an authorized Executive or attorney of Joe & Aldo's Italian Tavern is present. I agree that any such discussions in violation of this agreement will cause irreparable harm to Joe & Aldo's Italian Tavern. A copy of this form may be used as the original. I agree that any claim or lawsuit relating to my service with Joe & Aldo's Italian Tavern or any of its subsidiaries must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

This application is valid for sixty days from the application date unless renewed in person or in writing.

Applicant's Signature: _____ **Date** _____

Joe & Aldo's Italian Tavern has instituted procedures to protect its employees from identity theft. As such, whenever legally possible, Joe & Aldo's Italian Tavern will only ask an employee to provide the last four digits of its social security number. However, certain laws and government organizations require an employer to identify an employee by social security number. For your protection, we will keep this document, as well as all documents where your full social security number is necessary, in a separate file in a filing system that is locked and accessible only to necessary personnel. This file and the information contained therein will only be provided to outside sources where required by law or upon your express written authorization. Pursuant to this policy, all employees are required to complete a new employment application. The previous application will be destroyed to protect your social security information.

STATEMENT OF SOCIAL SECURITY INFORMATION

FULL NAME: _____

SOCIAL SECURITY NO: _____

ADDRESS: _____