



Applicant's Name

Date

## Advice to Applicants

Thank you for your interest in working with us. I think you will find our approach to hospitality to be different from most other operators in the market, and we think this is the secret of our success. We believe the way to achieve the kind of business environment we want is to create a trusting relationship with our staff. In this atmosphere, both staff and the company can work out difficulties and make decisions together. We employ three levels of employees to allow for the most flexible scheduling possible:

**Level One:** These Associates are full time hourly, as well as salaried Associates. These associates are employed by our family and understand that this is their main source of income, as well as it is our family's main source of income.

**Level Two:** These associates work part time, some of them have set hours, and some of them don't. They usually want 15-25 hours per week. These associates are part of our kitchen, Dining Room, Lounge, Office and Catering Departments.

**Level Three:** These associates either work full time or part time elsewhere, or are wanting to work part time. These associates usually don't rely on their income from our company as their main source of income. We mail out a calendar for the upcoming month, and the associate mails back his/her availability.

**We are not just another foodservice company, and we are not looking for just another applicant. This letter will give you some ideas of what to expect and how to proceed from here.**

1. **Do not try to complete this application now.** Please take it home, give it some thought and take your time with it. Be sure to fill it out *completely*, even if you enclose a resume. If a question does not apply to you, mark it "NA" so we know you didn't avoid the answer. Foodservice is a business of details, and we will only consider people who share our concern about the importance of handling all the small points.
2. **We will verify *all* information you give us on the application.** Any false or misleading statements will disqualify you from consideration, no matter how talented you may be.
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. We reserve the right to use random drug testing procedures. **Signing this application gives Grandview Management permission to perform pre-employment drug testing.**
4. **We will verify *all* of your references.** If we cannot check your references, we cannot consider you for employment. **By signing this application, you give us permission to check your references.**
5. **When you have completed the application, an interview will be set up as soon as possible.** If not, we will contact you. Based on our observations, your test results and a review of your application, we will notify you about the **status of your application.**
6. **We take staff selection very seriously.** If you are a final candidate, you can expect a follow-up interview, possibly a demonstration test or you may be asked to tell us how you would handle some "sticky" situations. We will not take a "warm body" to quickly fill a vacancy. Please be patient. We go to this trouble because our goals and standards are very high. If you are good enough to become part of our team, you are an outstanding individual.
7. **We are an equal opportunity employer,** and we select only qualified applicants for every position. Period. We will not discourage you from applying for any position you feel qualified for. 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 exceptional guest service, which will make a positive contribution to our company for as long as we choose to work together.
8. **We expect you to take an active role in your own success and the successes of your co-workers.** Toward this end, it will be part of your job responsibilities to help train your co-workers for positions of higher skill and responsibility. Because of this focus, we will evaluate your performance based not only on your own professional development, but also by the advancement of your trainees.
9. **We will regularly evaluate your performance** so you know where you stand and how you are doing. We will also ask you to evaluate the effectiveness of your supervisors, and this will become part of *their* performance review.
10. **Our success comes from exceeding our guest's expectations every time, and earning their regular patronage.** Everything in our company is focused on achieving this goal. We do not believe in creating any more rules or structure than is necessary, to ensure that our guests have an outstanding experience great time, every time they work with us. This means that there are no procedures to hide behind and that success is measured by your results rather than by your activities. There is nothing to "get away with".

Thank you again for your interest and your time. With best regards, The Zilli Family

# Application for Employment

## ABOUT YOU

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

Social Security No \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

How often do you check for phone messages? \_\_\_\_\_ Can you read at a 6<sup>th</sup> grade level? \_\_\_\_\_

Have you been convicted of a crime (felony or misdemeanor)? \_\_\_\_\_ If yes, please provide details:

Are you currently subject to a pending criminal charge for any misdemeanor or felony? \_\_\_\_\_ If yes, please provide details:

(This question is designed to elicit information on all former and current pending criminal charges, whether felony or misdemeanor. No applicant will be denied a position because of a pending criminal charge, which is not substantially related to the circumstances of the employment sought.)

Do you have a **valid driver's license**? \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_ License No \_\_\_\_\_

Have you had any accidents or moving violations in the past three years? \_\_\_\_\_ If yes, please provide details on the last page.

Have you ever worked for us before? \_\_\_\_\_ If so, under what name? \_\_\_\_\_

Is additional information concerning change of name necessary to check work or education records? \_\_\_\_\_ If yes, please explain. Continue on last page if necessary.

Do you have any friends or relatives working for us? \_\_\_\_\_ Who? \_\_\_\_\_

Can you provide proof that you are over **16 years old**? \_\_\_\_\_ ...**over 21 years old**? \_\_\_\_\_ If you are under the age of 18, please list the name(s) of the Guardians that you live with \_\_\_\_\_

Can you perform all essential functions of this job? (see Job Description) Yes No  
If no, please provide details here.

Have you ever been counseled or disciplined for being late or absent from work or school? Yes No

The US Secretary of Health & Human Services has determined that certain diseases, including hepatitis A, salmonella shigella, staphylococcus, streptococcus, giardia and compylobacter, may prevent you from handling or serving food in a sanitary and healthy fashion. An essential function of this job involves serving food or handling food in a sanitary and healthy fashion. Can you, with or without reasonable accommodation, perform the essential function of this job? Yes No

Are you legally authorized to work in the United States without the need for Zilli Hospitality Group to sponsor you? Yes No  
Will you now or in the future require sponsorship for an employment authorizing status or visa (e.g., an H-1B Visa)? Yes No

## ABOUT THE JOB

For what position are you applying? \_\_\_\_\_ Salary Requirement: \$ \_\_\_\_\_ per \_\_\_\_\_

Would you accept another position? \_\_\_\_\_ If so, which one? \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### AVAILABILITY:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From: _____ to _____	From: _____ to _____	From: _____ to _____	From: _____ to _____	From: _____ to _____	From: _____ to _____	From: _____ to _____

If hired, when could you begin work? \_\_\_\_\_ How many hours do you want to work each week? \_\_\_\_\_

Do you have reliable transportation to get to work? Yes No

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## ***ABOUT YOUR WORK EXPERIENCE***

(PLEASE START WITH YOUR MOST RECENT POSITION)

Resume Attached?  YES  NO Even if you attach a resume, you MUST complete the information on the application. Please print neatly.

COMPANY \_\_\_\_\_ City/ST \_\_\_\_\_

Mo./Yr. Hired \_\_\_\_\_ Mo./Yr. Left \_\_\_\_\_ Starting Salary/Wage: \$ \_\_\_\_\_ Final Salary/Wage: \$ \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Eligible for re-hire?  Yes  No

Major Responsibilities and Accomplishments:

COMPANY \_\_\_\_\_ City/ST \_\_\_\_\_

Mo./Yr. Hired \_\_\_\_\_ Mo./Yr. Left \_\_\_\_\_ Starting Salary/Wage: \$ \_\_\_\_\_ Final Salary/Wage: \$ \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Eligible for re-hire?  Yes  No

Major Responsibilities and Accomplishments:

COMPANY \_\_\_\_\_ City/ST \_\_\_\_\_

Mo./Yr. Hired \_\_\_\_\_ Mo./Yr. Left \_\_\_\_\_ Starting Salary/Wage: \$ \_\_\_\_\_ Final Salary/Wage: \$ \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Eligible for re-hire?  Yes  No

Major Responsibilities and Accomplishments:

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## ***ABOUT YOUR EDUCATION***

HIGH SCHOOL \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Graduated? \_\_\_\_\_

No. Yrs. Completed \_\_\_\_\_ Major \_\_\_\_\_ Verification Phone (\_\_\_\_) \_\_\_\_\_

COLLEGE \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Degree \_\_\_\_\_

No. Yrs. Completed \_\_\_\_\_ Major \_\_\_\_\_ Verification Phone (\_\_\_\_) \_\_\_\_\_

Other education/training programs completed/professional memberships and certifications:

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## ***OTHER COMMENTS – PLEASE ATTACH AN ADDITIONAL PAGE***

I certify that the information above is complete and accurate to the best of my knowledge. I authorize the individuals, companies, and agencies concerned, to provide this company and its agents with all information necessary to verify the statements I have made in this application, and I release them from any liability in doing so. I understand that I must receive satisfactory references from previous employers, co-workers, and subordinates (if any) before an offer of employment can be made. I understand that incomplete or unsigned applications will not be considered and that false, incomplete or misleading statements are grounds for an immediate discharge. I understand that any offer of employment is contingent upon my passing a prescribed physical examination, proving my identity, and documenting my right to work. I understand that these policies cannot be changed except in writing.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_