

PELLEGRINO'S DELI CAFE EMPLOYMENT APPLICATION

Location Applying for: _____

Today's Date : _____

Last Name _____ First Name _____ Middle Initial _____

Street/P.O. Box _____ Apt # _____ City _____ State _____ Zip Code _____

Day Phone No. _____ Evening Phone No. _____ Are you 18 years of age or older? _____

Do you have reliable transportation to and from work during hours of operation? _____ Are you applying for a full time or part time position? _____ How many hours per week do you want to work? _____

Yes _____ No _____ Full-Time _____ Part-Time _____ Minimum _____ Maximum _____

Make _____ Plate No. _____

Position(s) applying for:

Sub Maker _____ Front Counter _____ Kitchen Prep _____ Manager _____
 Baker _____ Cleaning/Dishwasher _____ Other _____

1. If hired, can you submit documents to prove your legal right to work in the U.S.? Yes _____ No _____
2. Pellegrino's Deli Cafe does not tolerate drug use by employees before or during work. Are you willing to comply? Yes _____ No _____
3. Up to 50 lbs. of lifting several times a day is an essential function of kitchen positions. Are you willing to comply? Yes _____ No _____
4. Being on your feet for 6-9 hours at a time and stair climbing is a requirement for FOH and BOH positions. Are you willing and able to comply with this requirement? Yes _____ No _____
5. Have you ever been employed at Pellegrino's Deli Cafe or an affiliated company before? Yes _____ No _____

If yes, which restaurant and location? _____

When? From: _____ / _____ / _____ To: _____ / _____ / _____
 Month Year Month Year

What was your position? _____

Why did you leave? _____

6. How many jobs have you had in the past year? _____ Past two years? _____

7. What is the minimum amount you need to earn? \$ _____ /week \$ _____ /month

8. We may train on days you have other obligations. Are you willing to reschedule your plans to come to training? Yes _____ No _____

9. Do you have any schedule obligations (e.g. annual trips, vacations, weddings, reserve duty or holidays) coming up that we need to know about? Yes _____ No _____

10. Have you been convicted of a felony that has not been annulled, expunged or sealed by the court? Yes _____ No _____

11. What commitments do you have or do you anticipate that may affect your schedule?

12. Would you be willing to work flexible hours (including weekends)? Yes _____ No _____

13. Are you willing to work holidays? (We are closed on Thanksgiving and Christmas) Yes _____ No _____

14. I am currently **AVAILABLE** for the following shifts:

	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>	<u>SUN</u>
(circle shift AVAILABLE) Day	Day	Day	Day	Day	Day	Day	Day
Night	Night	Night	Night	Night	Night	Night	Night

15. If hired, what notice do you need to give your current employer? _____

16. When would you be available to start? _____

17. Why are you applying for a position with us? _____

18. Please explain any specialized training or course work you have completed that relates to the position for which you are applying? _____

19. If offered a position with Pellegrino's, how long would you plan to remain with us? _____

20. We have specific requirements for personal appearance for both the dining room and kitchen: clean proper work apparel, no excessive jewelry or makeup, good general hygiene and hair properly restrained.
Are you willing to comply with these requirements? Yes _____ No _____

Please complete the information requested below regarding your work history. Please do not write "See Resume."

Current or Most Recent Employer	Previous Employer	Previous Employer
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NAME OF EMPLOYER			
ADDRESS/LOCATION			
MAY WE CONTACT THIS EMPLOYER? IF NO PLEASE EXPLAIN SUPERVISOR'S NAME	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
PHONE NUMBER			
LENGTH OF EMPLOYMENT	From _____ To _____ Mon/Yr Mon/Yr	From _____ To _____ Mon/Yr Mon/Yr	From _____ To _____ Mon/Yr Mon/Yr
POSITIONS HELD			
DESCRIPTION OF DUTIES AND RESPONSIBILITIES			
RATE OF PAY	Start _____ Last _____	Start _____ Last _____	Start _____ Last _____
AVERAGE NUMBER OF HOURS WORKED PER WEEK			

22. What did you like about your previous job?

23. What did you not like about your previous job?

24. As a member of Pellegrino's staff, how would you help develop repeat business?

25. List some qualities needed to be a great server or manager in a restaurant.

26. What would your previous employer say about your work?

27. What kind of people irritate you?

28. What motivates you to get the job done?

29. We have restrictions on smoking, are you willing to comply?

30. I was referred by: _____

31. In case of emergency please contact: _____ Phone _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation of facts called for in the application is cause for immediate dismissal. As an employee of Pellegrino's Deli Cafe, I agree to conform to the rules and policies of the company as set forth in the policy book, as explained in notices and memos posted from time to time and as otherwise communicated by management. I pledge to always strive to be professional and demonstrate concern for the guest at all times. Further, I acknowledge that my employment and compensation can be terminated, with or without cause and without notice, at any time, at either the option of the company or me. I state my understanding that violation of any of the company's policies, rules and procedures will be considered grounds for disciplinary action up to and including termination of employment.

I also authorize investigation of my credit record and police record. I understand that all information on this application will be kept confidential. If hired, I will not work at another restaurant while employed at Pellegrino's Deli Cafe, without prior approval from management.

I authorize the release of employment records and information obtainable from any and all former employers.

Illegal drug use by an employee is violation of company policy. I consent to random drug testing, at the request of Pellegrino's. All management candidates are subject a drug screen prior to a job offer.

I understand that Pellegrino's has in place a dispute resolution procedure, and I further acknowledge and agree that if I am offered and accept employment, any dispute between me and Pellegrino's relating to my employment and/or my separation from employment, shall be submitted within one (1) year of the day which I learned of the event and shall be resolved pursuant to the terms and condition of the dispute resolution procedure.

CONFIDENTIALITY: As a Pellegrino's Deli Café employee or former employee, I agree not to discuss, photocopy, duplicate, e-mail or reveal customer or any information in any form to anyone outside of Pellegrino's Deli Cafe. Information obtained as a result of my employment with Pellegrino's Deli Cafe and contact with customers can only be used in the course of my employment at Pellegrino's Deli Cafe. This information is considered proprietary. Any unauthorized use, collection, copying, removal or transfer in any manner of this information may be grounds for immediate dismissal from employment and other legal action.

Applicant Signature _____ Date _____

I understand that my application will remain active for 30 days from the date received.

FOR PELLEGRINO'S OFFICE USE ONLY
APPLICANT, PLEASE DO NOT WRITE ON THIS PAGE

Describe the following working conditions to the applicant:

____ Teamwork expectations (Give example)
____ Non-smoking environment ____ Hours (early, late shifts) ____ Management team structure and tenure
____ Possible cross-training

Review our benefits and background:

____ Meal Program ____ Vacation policy ____ Pay period
____ Growth opportunities ____ Uniform/attire ____ Lunch, dinner, late night
____ Insurance details

Availability

Is the applicant available for the hours we are hiring for?

Days		Y/N
Evenings		Y/N
Weekends	Sat & Sun	Y/N

Restrictions? _____

Longevity/Time in service

Has the applicant demonstrated through past job history the ability to stay at a job for a period of 1 year or more? Y/N

0-6 months	_____	7-12 months	_____
1-2 years	_____	3 years or more	_____

Skills/Experience

Does the applicant possess the skills needed to perform the specific tasks for?

Service orientated	Y/N
Worked in high volume operation	Y/N
Positive attitude	Y/N
Detail oriented	Y/N
Team player	Y/N
People person	Y/N

Describe the following work conditions, work environment to the applicant:

Company history _____
Company culture _____

EMPLOYMENT VERIFICATION

	Employment Verification #1	Employment Verification #2
Date of Employment Verification		
Conducted by		
Company		
Name of Supervisor		
Supervisor's Title		
"Mr./Ms. (Name) has applied for employment with us. I would like to verify some of the information given to us. When did he/she work for your company?"	From: _____ / _____ Mo. Yr. From: _____ / _____ Mo. Yr.	From: _____ / _____ Mo. Yr. From: _____ / _____ Mo. Yr.
"Would you re-employ him/her?"	____ Yes ____ No	____ Yes ____ No
"What was his/her job with you?"		
"He/she says compensation was \$ _____. Is that correct?"	____ Yes ____ No \$ _____	____ Yes ____ No \$ _____
"Why did he/she leave your company?"		
"I would like to talk to another individual who worked closely with (Name). Who can you recommend and how can I contact him/her?"	Name _____ Position _____ Phone # _____	Name _____ Position _____ Phone # _____
Additional Comments		

Management Recommendation: ____ Continue ____ Discontinue ____ Mngr. ____ KM

PELLEGRINO'S DELI CAFE EMPLOYMENT APPLICATION 2/12

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