EMPLOYMENT APPLICATION

THE OHIO RESTAURANT ASSOCIATION MEMBERS

ARE EQUAL OPPORTUNITY EMPLOYERS. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, MILITARY STATUS, NATIONAL ORIGIN, DISABILITY, AGE, GENETIC INFORMATION OR ANCESTRY OR AS OTHERWISE PROHIBITED BY FEDERAL, STATE OR LOCAL LAW.

THIS APPLICATION IS EFFECTIVE THIRTY (30) DAYS FROM THE DATE YOU APPLY. FOR CONSIDERATION BEYOND THIRTY (30) DAYS, INQUIRE AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THAT TIME.

DATE_____

PERSONAL INFORMATION SOCIAL SECURITY NUMBER _____/_____/_____

NAME

Last First Middle

PRESENT ADDRESS

Street City State ZIP

PERMANENT ADDRESS

Street City State ZIP

PHONE NO. E-MAIL

ARE YOU 18 YEARS OF AGE OR OLDER? Yes No IF NO, WHAT IS YOUR DATE OF BIRTH? / /

Are you legally entitled to hold employment in the United States? Yes No

HAVE YOU EVER BEEN FIRED, DISCHARGED, OR ASKED TO RESIGN FROM A JOB? Yes No

If "yes", identify the former employer(s) by name, address and telephone number. Explain the circumstances and provide the date(s)._____

EMPLOYMENT DESIRED

POSITION: DATE YOU CAN START: SALARY DESIRED:

Indicate which days you can work by entering the earliest starting time and latest ending time.

MON	TUES	WED	THURS	FRI	SAT	SUN

EDUCATION

	Name and Location of School	No. of Years Attended	Did you Graduate?	Subjects Studied & Degree Received*
HIGH SCHOOL				
COLLEGE				

*DEGREE OF EDUCATIONAL ACHIEVEMENT IS CONSIDERED IN THE HIRING PROCESS ONLY TO THE EXTENT THAT SPECIFIC EDUCATIONAL ACHIEVEMENT IS A REQUIREMENT FOR PERFORMING THE JOB.

HOSPITALITY CERTIFICATIONS (check all that apply)

ProStart Certification
ServSafe Manager (Ohio, Level 2)
ServSafe Food Handler (Ohio, Level 1, P.I.C.)
Culinary Arts – Associates
Culinary Arts – Bachelor's
Restaurant Management – Associates

Bachelor of Science - _____Area of Study
Certified Executive Chef - CEC
Other: Please Specify:_____

CHECK KIND OF WORK YOU HAVE DONE

Bartender	Cook Helper	Fountain	Porter	
Bookkeeper	Counter	Host or Hostess	Pot Washer	Wait Staff
Bus Person	Cashier	Kitchen Helper	Salad	Wait Staff – Arm Service
Carver	Dietician	Manager	Sandwiches	Wait Staff – Tray Service
Chef	Dishwasher	Pantry	Typist	Other _____
Cook	Food Prep Technician	Pastry Cook	Vegetable Cook	Other _____

EMPLOYMENT EXPERIENCE

ARE YOU EMPLOYED NOW? Yes No IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

List below present and past employment, beginning with your most recent employer.

DATE (MONTH & YEAR)	NAME & ADDRESS OF EMPLOYER	SALARY (Upon Leaving)	POSITION	REASON FOR LEAVING
From: To:				
From: To:				
From: To:				
From: To:				

REFERENCES

Give the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	POSITION/BUSINESS	YEARS ACQUAINTED

If assistance is needed during any phase of the hiring or employment process, please advise.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, incomplete, false or misleading statements on this application shall be grounds for dismissal.

I authorize the company and its employees to request and receive information and records concerning me, including but not limited to, my education and prior employment. I also authorize obtaining information regarding my record with the Bureau of Motor Vehicles if the job for which I am applying will require driving as part of my job duties.

I understand that as part of the company's job application process I may be required to undergo drug testing. I understand that I may be disqualified from further employment consideration if I refuse to take or fail the drug test unless I can demonstrate that A) the test was erroneous; or B) prior to taking the test I ceased using illegal drugs and am now enrolled in a supervised rehabilitation program; or C) I am taking the drugs under supervision of a licensed health care professional.

If hired, I understand and agree that the relationship between me and the company is at-will. This means that my employment can be terminated at any time for any lawful reason, with or without notice, by the company or me. Other than the company's owner, no representative of the company has the authority to enter into any agreement contrary to the foregoing "employment at-will" relationship. Nothing contained in any employee handbook creates an express or implied contract of employment. I agree to follow the company's rules, regulations, policies and employee handbook. If the company advances me money or other items of value, I agree to repay the company and further agree that any such amounts due may be deducted from monies due me from the company.

A copy of this authorization (photocopy, facsimile, or electronic mail in Portable Document Format (PDF)) or any other similar method shall be valid as the original.

Signature _____ **Date** _____

Optional Interview Guide

EMPLOYERS: CHECK ONE OF THE FOLLOWING:

These questions will help me know your qualifications for essential functions of this position; please answer them.

If these questions do not relate to essential functions of this position; do not answer them.

A. MATHEMATICS

FILL IN THE BLANKS

1. 64 ÷ 34 = _____

2. 74 – 47 = _____

3. 12 + 7 – 11 + 19- 9 = _____

4. $6.40 ÷ 4 = _____

5. $7.45 × 9 = _____

6. 49¢ × 8 = _____

7. A customer purchases 2 salad bars at $3.49 each. She gave you a coupon worth 50¢ off each salad bar and a $10.00 bill. How much change will you give her (excluding tax)? _____.

8. If you were totaling 3 luncheon guest checks and the individual prices were: $6.25, $5.05, $3.95; and in addition each guest had a $2.00 brownie for dessert, what would be the total of the 3 guest checks all together (a) excluding tax? _____ and (b) including 6% tax? _____.

9. When you are asked to add a gratuity of 15% to your party's check and the check total is $500.00, what amount of gratuity would you add to your check? _____.
What would your check total be (excluding tax)? _____.

B. RESTAURANT APTITUDE TEST

PLACE LETTER OF CHOICE IN BOX PROVIDED

1. Why did you choose the restaurant field for a job? (a) wages (b) career (c) like food and people (d) only job I know (e) security ……..
2. Why do people eat in restaurants? (a) convenience (b) want to eat (c) fun, excitement, adventure (d) change in routine…….....
3. Restaurant customers should be treated as (a) guests (b) friends (c) no special treatment (d) just people……...
4. Why did you pick this organization? (a) reputation (b) near home (c) need a job (d) saw advertisement (e) no special reason…….
5. Do you like to get dressed up or would you rather wear casual clothes? (a) like to get dressed up (b) sometimes get dressed up (c) indifferent (d) prefer to wear casual clothes…….....
6. What kind of people do you like? (a) all kinds (b) same as me (c) certain people (d) close friends (e) none – want to be left alone……...
7. Do people make you nervous by staring at you? (a) never (b) sometimes (c) often……
8. Can you give a talk in front of people? (a) yes, always (b) if I know the subject (c) if forced to (d) no…….
9. Do you make friends easily? (a) always (b) sometimes (c) hard to do (d) never……..
10. When you work with a group do you find the group (a) working with you (b) against you (c) making you a leader (d) leaving you alone…….
11. How do you feel about working on weekends and holidays? (a) glad to (b) willing, but not eager (c) wouldn't mind sometimes (d) only on rare occasions (e) never……
12. How well do you work under stress? (a) well (b) better than average (c) okay (d) it is very difficult for me……...

Optional Interview Guide

THOUGHT QUESTIONS

1. Number the following in order of importance to the customer:
   _____ Fast Service _____ Courtesy _____ Cleanliness _____ Good Food

2. What is the best quality you have to offer this job? _____

3. What makes a person a good employee? _____
   _____

4. Describe the hardest work you have done for a period of several days or longer. _____
   _____

5. List any special skills, expertise, honors, education or experience that would provide additional information concerning your qualifications for employment (e.g. accounting, art, second language) _____
   _____

FOR MANAGER'S USE ONLY – INTERVIEW RATING SHEET

Item	Poor	Fair	Good	Superior		Item	Poor	Fair	Good	Superior
APPEARANCE/NEATNESS						ATTITUDE/SOCIABILITY				
COMMUNICATION SKILLS						MATHEMATICAL				
OTHER SKILL LEVEL						EDUCATIONAL				
FOLLOWS DIRECTIONS						POTENTIAL				
PERSONALITY						EXPERIENCE				

Comments:
_____
_____
_____
_____
_____

IF HIRED, INDICATE HERE:

Full Name _____ Social Security No. _____

Interviewed by _____ Hired by _____ Reporting Date _____

Position _____ Wage _____ Unit _____

In case of emergency notify: Name _____ Relationship _____

Address _____ Phone _____

NOTICE: No employee may begin working prior to completing a W-4 and I-9 form

W-4 Form Completed

I-9 Form Completed

Date Left _____ Reason for Leaving _____

The Ohio Restaurant Association provides this form as a service to member companies. The form has been designed to assist members in complying with certain federal and state laws. The Ohio Restaurant Association and its agents do not assume responsibility for, and disclaim any liability which may arise under any applicable laws from the use of this form.
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