

# Watch Hill Catering Application For Employment

An Equal Opportunity Employer

**PERSONAL:** (Please Print)

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

Last First Middle

Address: \_\_\_\_\_

No. Street City State Zip Code

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

If you under 18 years of age, could you furnish a work permit?.....  Yes  No

Are you legally eligible for employment in this country?.....  Yes  No

(PROOF of U.S. Citizenship of immigration status will be required upon employment.)

**RESTAURANT / CATERING EXPERIENCE: (Please check any prior restaurant/ catering experience)**

- Management  Bartender  Cook  Chef
- Waiter/Waitress  Host/Hostess  Bus/Dishwasher  Deliveries
- Retail Store/Cashier  Catering  Banquets  Clerical/Office Admin.
- Other (Please Specify) \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

How did you hear about WHC? \_\_\_\_\_ Do you know anyone who works at WHC? \_\_\_\_\_

Have you ever been employed by WHC before?.....  Yes  No

Are you currently employed?.....  Yes  No

May we contact your current employer?.....  Yes  No

If position requires travel, do you have a valid drivers license?.....  Yes  No

Have you ever been convicted of a felony in the last seven (7) years?.....  Yes  No

(A conviction will not automatically disqualify an applicant from employment.)

If yes, please explain: \_\_\_\_\_

List any special skills, experiences, or qualifications which may benefit you in the job for which you are applying: \_\_\_\_\_

**AVAILABILITY:** Date Available: \_\_\_\_\_ Hours expected per week: \_\_\_\_\_

*PLEASE CHECK WHEN AVAILABLE*  Full Time  Part Time

\*\*\*\*\*Write AM or PM in available slots.\*\*\*\*\*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM							
PM							

EDUCATIONAL BACKGROUND	School Name and Address	Years Completed	Diploma Degree	Subjects Studied
High School				
College				
Graduate School				
Trade, Business or Vocational School				

**EMPLOYMENT HISTORY:** (List the last 3 employers, starting with the last one first. Include any volunteer activities or experience.)

<b>1. Name and Address of Employer:</b>			<b>Telephone:</b>
<b>From:</b>	<b>To:</b>	<b>Job Title:</b>	<b>Supervisor:</b>
<b>Describe Major Duties:</b>			
<b>Reason For Leaving:</b>			<b>Start Salary</b> \$      Per <b>Final Salary</b> \$      Per
<b>2. Name and Address of Employer:</b>			<b>Telephone:</b>
<b>From:</b>	<b>To:</b>	<b>Job Title:</b>	<b>Supervisor:</b>
<b>Describe Major Duties:</b>			
<b>Reason For Leaving:</b>			<b>Start Salary</b> \$      Per <b>Final Salary</b> \$      Per
<b>3. Name and Address of Employer:</b>			<b>Telephone:</b>
<b>From:</b>	<b>To:</b>	<b>Job Title:</b>	<b>Supervisor:</b>
<b>Describe Major Duties:</b>			
<b>Reason For Leaving:</b>			<b>Start Salary</b> \$      Per <b>Final Salary</b> \$      Per

**REFERENCES:** (List the names of three persons, not related to you, who have known you for at least two years.)

<i>NAME</i>	<i>ADDRESS</i>	<i>OCCUPATION</i>	<i>PHONE #</i>
1			
2			
3			

**PRE-EMPLOYMENT STATEMENT:**

"I certify that all the information submitted by me on this application form is true and complete. I authorize investigation of all statements contained on this application form and permit this organization to obtain any transcripts, records, or documents pertaining to my education, background, or business experience. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected or if I am employed, my employment may be terminated at any time. If any employment relationship is established, I understand that I retain the right to terminate my employment at any time and that this organization retains the same right. I also understand that my terms of employment can be changed at any time, with or without cause or notice by this organization. I also understand that I am required to abide by all rules and regulations of this employer."

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

for employer use only-applicant do not write in this section

Interviewed:  Yes  No Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks/Notes: \_\_\_\_\_

Employed  Yes  No Job Title: \_\_\_\_\_

Employment Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ Status: FT PT TEMP

Hiring Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_