

APPLICATION FOR EMPLOYMENT

VIRGINIA RESTAURANT EDITION
LAST REVISED 12-MAR-2009

You must complete this form fully, truthfully, and in blue or black ink. If you need reasonable accommodation to enable you to complete this application or to fully participate in any interview to which you may be invited, simply ask any manager on duty.

Equal access to employment is provided to all persons. All recruitment, hiring, employment, training, promotion, compensation, and benefits administration is undertaken in a manner intended to maintain a workplace free from discrimination due to race, color, religion, national origin, sex, age, disability, veteran status, and every other basis prohibited by law. No question on this application will be used for the purpose of limiting or excluding any applicant from consideration for employment on any basis prohibited by local, state, or federal law. Existence of criminal convictions will not necessarily bar employment: the recency, severity, and extenuating circumstances of each criminal conviction will be given due consideration in light of the position being sought and regulatory requirements applicable thereto.

CONTACT INFORMATION

101

Name: _____
 Address: _____
 City, State, Zip Code: _____
 Telephone Number: _____ Check if it's OK to leave a message with anyone who answers:
 E-Mail Address: _____

POSITION DESIRED

Indicate your interest in employment by checking the box beside ONLY ONE of the job titles below. You will be provided with a copy of the job description for the position in which you are interested and must read, sign, and return the job description before your application will be considered.

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A

- Venue Manager
- Executive Chef
- Guest Services Director
- Technical Director
- Sous Chef
- Steward / Maitre D'Hotel
- Theater Technician - Audio
- DJ / VJ

- Server
- Bartender
- Lobby Attendant
- Cloakroom Attendant
- Stage Concierge
- Security Officer
- Theater Technician - Lighting
- Dancer

- Dishwasher
- Busser / Expediter
- Line Cook
- Stage Hand
- Custodian
- Barback
- Theater Technician - Video
- _____

C

KNOWLEDGE - SKILLS - ABILITIES

Read each of the phrases below and mark NOT MORE THAN FOUR which best describe knowledge, skills, and abilities which you possess and which you believe are most relevant to the position you seek.

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112
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A

- Active Listening: Paying attention to what others are saying in English, understanding what's being said, asking questions, and not interrupting.
- Speaking: Talking to others in the English language, conveying information effectively so that others will understand.
- Customer & Personal Service: Knowing ways to assess customer needs, provide service, meet quality standards, and evaluate satisfaction.
- Administration: Knowing principles of strategic planning, resource allocation, leadership, production methods, and coordination.
- Reading Comprehension: Understanding work-related documents containing sentences and paragraphs written in the English language.
- Problem Sensitivity: Being able to tell when something is wrong or is likely to go wrong, even if you can't necessarily solve the problem.
- Arm-Hand Steadiness: Being able to keep your hand & arm steady while moving your arm or while holding your arm & hand in one position.
- Information Ordering: Arranging things or actions in a certain order or pattern according to a specific rule or set of rules.

- Manual Dexterity: Quickly moving your hand(s) or your hand and arm to grasp, manipulate, or assemble objects.
- Time Management: Managing your own time and the time of others, making logical decisions about what must be done first and what can be put off.
- Food Production: Knowing how to safely store, handle, and prepare plant and animal products for human consumption.
- Monitoring: Monitoring and assessing your own performance and that of others in an effort to make corrections and improvements.
- Negotiation: Actively bringing others together and trying to reconcile differences; facilitating communication between parties.
- Technology: Knowing how to apply scientific principles, techniques, procedures, and equipment in practical situations.
- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative ways of solving a problem.
- Operation and Control: Controlling operations of mechanical and electrical equipment and other automated systems.

- Production and Processing: Knowing techniques which maximize the effectiveness of production processes while maintaining quality and cost control.
- Coordination: Adjusting your own actions in relation to the actions of others, leading a team or being a productive member of a team as appropriate.
- Social Perceptiveness: Being keenly aware of the reactions of others and understanding why they react as they do.
- Computers and Electronics: Knowing how to properly install and use electronic equipment and computer hardware and software.
- Instructing: Teaching others how to do something, using effective techniques to educate, inform, and verify knowledge.
- Media & Communications: Knowing how to effectively disseminate information and entertainment via written, oral, and visual media.
- Physical Strength: Being able to use abdominal and lower back muscles to repeatedly lift heavy objects and to defend against attacks by others.
- Talent: Being able to entertain and inform others by speaking, dancing, singing, playing an instrument, or applying other talents.

C

ELIGIBILITY FOR EMPLOYMENT

	YES	NO	
Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>	201
Are you at least 21 years of age?	<input type="checkbox"/>	<input type="checkbox"/>	202
Are you willing to supply documents which verify your citizenship status and eligibility to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>	203
Are you willing to supply your U.S. Selective Service System registration number or exemption reason upon request?	<input type="checkbox"/>	<input type="checkbox"/>	204

CIVIL CONDUCT AND PERSONAL RESPONSIBILITY

	YES	NO	
At any time during the past 12 months, has the Virginia Alcoholic Beverage Control Board disapproved your employment as a designated alcoholic beverage manager?	<input type="checkbox"/>	<input type="checkbox"/>	205
Have you ever been convicted of any crime involving the manufacture, transportation, possession, use, or sale of alcoholic beverages?	<input type="checkbox"/>	<input type="checkbox"/>	206
Have you ever been convicted of (a) a misdemeanor involving a crime of moral turpitude or (b) a misdemeanor for which a sentence of 12 months or more was imposed, even if all or part of such sentence was suspended?	<input type="checkbox"/>	<input type="checkbox"/>	207

Have you ever been convicted of a FELONY involving...	YES	NO	
Manufacturing, selling, giving, distributing, or possessing with intent to distribute a controlled substance?	<input type="checkbox"/>	<input type="checkbox"/>	208
Selling, distributing, or possessing drug paraphernalia or controlled paraphernalia?	<input type="checkbox"/>	<input type="checkbox"/>	209
Driving a motor vehicle while intoxicated (DUI / DWI)?	<input type="checkbox"/>	<input type="checkbox"/>	210
Burglary?	<input type="checkbox"/>	<input type="checkbox"/>	211
Grand Larceny?	<input type="checkbox"/>	<input type="checkbox"/>	212
Larceny of bank notes, checks, or any book of accounts?	<input type="checkbox"/>	<input type="checkbox"/>	213
Misuse of public assets?	<input type="checkbox"/>	<input type="checkbox"/>	214
Computer fraud?	<input type="checkbox"/>	<input type="checkbox"/>	215
Maliciously affixing another's signature to writing (forgery)?	<input type="checkbox"/>	<input type="checkbox"/>	216
Obtaining money or signature by false pretenses (fraud)?	<input type="checkbox"/>	<input type="checkbox"/>	217
Issuing bad checks on behalf of a business firm or corporation in payment of wages?	<input type="checkbox"/>	<input type="checkbox"/>	218
Making false statements to obtain property or credit?	<input type="checkbox"/>	<input type="checkbox"/>	219
Unauthorized possession of two or more signed credit cards or credit card numbers?	<input type="checkbox"/>	<input type="checkbox"/>	220
Money laundering?	<input type="checkbox"/>	<input type="checkbox"/>	221
Any criminal act not specifically listed above?	<input type="checkbox"/>	<input type="checkbox"/>	222

LICENSES AND CERTIFICATIONS

	YES	NO	
Do you possess a valid driver's license issued in your true name and showing your correct residential address?	<input type="checkbox"/>	<input type="checkbox"/>	223
Have you, within the past 3 years, been certified as a Food Protection Manager by a program (such as NRAEF's ServSafe, NRFSP's SuperSafeMark, or Prometric's CPFM) which has been accredited by the Conference for Food Protection?	<input type="checkbox"/>	<input type="checkbox"/>	224
Have you, within the past 3 years, received a certificate for successful completion of a basic food safety course (such as ServSafe Starters)?	<input type="checkbox"/>	<input type="checkbox"/>	225
Have you successfully completed an alcoholic beverage manager's training program (such as VABC's MART training) which is accredited in Virginia?	<input type="checkbox"/>	<input type="checkbox"/>	226
Are you currently licensed as an Alcoholic Beverage Manager by the District of Columbia?	<input type="checkbox"/>	<input type="checkbox"/>	227
Have you successfully completed an alcoholic beverage service safety program (such as ServSafe Alcohol, Health Education Foundation's TIPS, or VABC's RSVP) which is accredited in Virginia?	<input type="checkbox"/>	<input type="checkbox"/>	228
Are you currently licensed as a Bartender by the District of Columbia?	<input type="checkbox"/>	<input type="checkbox"/>	229
Do you possess certification(s) in theater safety and/or technology (from ESTA, USITT, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	230

FORMAL EDUCATION

301	<input type="checkbox"/> I received a diploma from an accredited high school or received a general equivalence diploma (GED).	Institution Name: _____ City & State: _____
302	<input type="checkbox"/> I received an associate's degree from an accredited institution.	Institution Name: _____ City & State: _____
303	<input type="checkbox"/> I was admitted into and pursued a culinary program at an accredited institution.	Institution Name: _____ City & State: _____
304	<input type="checkbox"/> I completed the program <input type="checkbox"/> I anticipate completion	Final Month/Year: _____ Initial Month/Year: _____
304	<input type="checkbox"/> I was admitted into and pursued a program of study in administration, business management, or related discipline at a 4-year institution.	Institution Name: _____ City & State: _____
304	<input type="checkbox"/> I earned a BA or BS degree <input type="checkbox"/> I anticipate graduation	Final Month/Year: _____ Initial Month/Year: _____
305	<input type="checkbox"/> I was admitted into and pursued a program of study in fine arts or technical theater at a degree-granting academic institution.	Institution Name: _____ City & State: _____
305	<input type="checkbox"/> I earned a BA or BS degree <input type="checkbox"/> I anticipate graduation	Final Month/Year: _____ Initial Month/Year: _____
306	<input type="checkbox"/> I have received the terminal degree (Ph.D., M.F.A., J.D., etc.) in my academic discipline or professional field.	
307	<input type="checkbox"/> My curriculum vitae, which is attached to this application, describes additional specialized training applicable to the position in which I am interested.	

RELEVANT EXPERIENCE

In the spaces below, please provide the requested details regarding your past employment, internships, and other personal experiences which you believe are relevant to the position in which you are interested. You are not required to list every job you've ever had and do not need to list your experiences in any particular order. Do not list any organization that you do not want us to contact regarding your application.

308	Position Title: _____ Organization: _____ City, State: _____	Duties: _____ Length of Employment (months, years): _____
309	Position Title: _____ Organization: _____ City, State: _____	Duties: _____ Length of Employment (months, years): _____
310	Position Title: _____ Organization: _____ City, State: _____	Duties: _____ Length of Employment (months, years): _____
311	Position Title: _____ Organization: _____ City, State: _____	Duties: _____ Length of Employment (months, years): _____
312	Position Title: _____ Organization: _____ City, State: _____	Duties: _____ Length of Employment (months, years): _____
313	Position Title: _____ Organization: _____ City, State: _____	Duties: _____ Length of Employment (months, years): _____

SCHEDULING CONSIDERATIONS

4.01

CHECK ONE AND ONLY ONE!

- A My schedule is flexible. Generally, I can work whenever needed, so I've left the availability table below blank.
- B Generally, I can work whenever needed EXCEPT for the hours I have marked in the availability table below.
- C I can work ONLY during the hours I have marked in the availability table below.
- D I can usually work during the hours I have marked in the availability table below; however, I have other obligations (such as another job or an academic program) and may need to adjust my schedule to suit these other obligations.

4.02

**AVAILABILITY TABLE
(SEE QUESTIONS ABOVE!)**

	M 12	AM 1	AM 2	AM 3	AM 4	AM 5	AM 6	AM 7	AM 8	AM 9	AM 10	AM 11	N 12	PM 1	PM 2	PM 3	PM 4	PM 5	PM 6	PM 7	PM 8	PM 9	PM 10	PM 11
SUN	<input type="checkbox"/>																							
MON	<input type="checkbox"/>																							
TUE	<input type="checkbox"/>																							
WED	<input type="checkbox"/>																							
THU	<input type="checkbox"/>																							
FRI	<input type="checkbox"/>																							
SAT	<input type="checkbox"/>																							

I want to work... (complete the sentence by checking the ONE box which best describes your scheduling goal)

4.03

CHECK ONE AND ONLY ONE!

- A Infrequently / only when no one else is available.
- W Sporadically / only when the need arises.
- B Up to 10 hours per week.
- X Not less than 10 hours per week.
- C Up to 20 hours per week.
- G Not less than 20 hours per week.
- D Up to 39 hours per week.
- H Not less than 39 hours per week.

STATEMENT AND SIGNATURE

I do on oath depose and state that all information I have provided via this application is true, correct, and complete to the best of my knowledge and ability.

I understand and agree that any misrepresentation or omission of facts is sufficient cause to preclude my employment or, if such misrepresentation or omission of facts is discovered at any time subsequent to my employment, to terminate my employment.

I authorize a thorough investigation of the information I have provided via this application and via any curriculum vitae or résumé I have attached hereto by reference or otherwise. I further authorize investigation of my past employment and activities which may in any way relate to my fitness for employment in the position I seek.

I authorize all persons and organizations, including but not limited to past employers and educational institutions, having relevant information or knowledge to provide such relevant information or knowledge to the prospective employer to whom I have submitted this application. I hereby release all persons and organizations providing information to my prospective employer from all liability which might in any way result from the provision of such information.

I understand that, if employed, any compensation I might receive results directly or indirectly from sales to customers and, accordingly, I agree to present and conduct myself at all times in a manner which, in the sole opinion of management, best promotes sales to customers, even if doing so requires me to make reasonable accommodations with regard to such things as my manners of dress, grooming, and interpersonal interaction. I further understand that business needs may at times require me to work hours in addition to or in lieu of those I desire.

I understand and agree that my employment is conditioned upon my acceptance of and adherence to all terms, policies, and procedures contained in the Employee Handbook. I further understand and agree that my employment is conditioned upon my deliverance of true and correct documentation sufficient to establish my eligibility to work in such a position at the job location.

I understand that this application is not a contract of employment, forms no part of any contract of employment, does not constitute an offer of employment, and does not imply that employment is available beginning on any date or continuing for any given period of time. I further understand that any employment which might result from my submission of this application is at-will; that is, both my employer and I at all times remain free to terminate the employment relationship for any stated or unstated reason, with or without cause and with or without notice, regardless of the length of my employment or the granting of any benefits of any kind. I understand that no contract of employment has been expressed or implied, that no circumstance arising out of my employment will create a contract of employment, and that any employment arrangement, other than the at-will employment arrangement contemplated, must be reduced to writing and signed both by me and by the employer's chief executive officer.

Signed: _____ Date: _____