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AMALFI'S WILL COMPLETE BACKGROUND CHECKS OF ALL APPLICANTS

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## EMPLOYMENT APPLICATION

DEAR APPLICANT,

WE ARE PLEASED YOU HAVE EXPRESSED AN INTEREST IN WORKING WITH US HERE AT AMALFI'S. THERE ARE A FEW IMPORTANT THINGS YOU NEED TO KNOW BEFORE YOU CONTINUE WITH THE APPLICATION PROCESS.

AMALFI'S IS A SPECIAL BUSINESS. A TREMENDOUS AMOUNT OF TEAMWORK AND EFFORT GOES INTO EACH DAY. OUR KITCHEN CREW WORK TIRELESSLY TO PRODUCE THE FOOD. OUR SERVERS, BARTENDERS, HOSTS, BUSSERS AND DISHWASHERS PROMOTE AND SERVE THE CUSTOMER AS WELL. CUSTOMER SERVICE IS OUR TOP PRIORITY. WE HAVE VERY AMBITIOUS GOALS AND STRIVE FOR EXCELLENCE IN EVERYTHING WE DO. THERE IS ONLY ONE AMALFI'S; WE ARE UNIQUE AND SPECIAL AND TRY TO PROVIDE A MEMORABLE EXPERIENCE FOR OUR CUSTOMERS.

HOLIDAYS ARE ESPECIALLY IMPORTANT AT AMALFI'S. WE PROVIDE FOOD FOR MANY PEOPLE DURING THE HOLIDAYS. THESE ARE BUSY TIMES FOR US AND THIS MAKES TEAMWORK THAT MUCH MORE IMPORTANT. THEREFORE, YOU ARE EXPECTED AND NEEDED TO WORK YOUR SHIFTS DURING THIS TIME. IF YOU ARE AWARE OF OBLIGATIONS OR VACATIONS THAT YOU ARE TAKING DURING THE HOLIDAYS, YOU NEED NOT APPLY. FLEXIBLE SCHEDULING OTHER TIMES OF THE YEAR IS AVAILABLE AND VACATIONS CAN BE SCHEDULED YEAR-ROUND.

WE NEED PEOPLE WHO ARE TRULY INTERESTED IN AMALFI'S, WHO WANT TO DEMONSTRATE THIS BY GIVING CARING, THOUGHTFUL SERVICE, WHO HAVE A WARM AND OUTGOING PERSONALITY, AND WHO HAVE A CLEAN APPEARANCE AND SUCCESSFUL EMPLOYMENT HISTORY.

UNLESS YOU MEET AND MAINTAIN THESE STANDARDS, YOUR APPLICATION CANNOT BE ACCEPTED:

- MEN AND WOMEN MUST WEAR THEIR HAIR IN A CONVENTIONAL CUT AND COLOR.
- MEN'S HAIR LENGTH CANNOT EXTEND PAST THE COLLAR OR MUST BE KEPT BACK IN A NEAT, TIGHT PONYTAIL.
- HAIR MUST BE CLEAN AND WELL GROOMED.
- MEN MUST BE CLEAN-SHAVEN OR KEEP THEIR BEARDS AND MUSTACHES WELL-TRIMMED.
- UNIFORMS MUST BE CLEAN AND NOT SHOW WEAR.
- PANTS MUST BE WORN ABOVE THE HIPBONE AND IN CORRECT SIZE.
- CONVENTIONAL EARRINGS ARE ALLOWED; MULTIPLE EAR PIERCINGS ARE LEFT TO THE MANAGER'S DISCRETION.

THANK YOU FOR YOUR INTEREST IN JOINING AMALFI'S. WE LOOK FORWARD TO REVIEWING YOUR APPLICATION. AMALFI'S RESTAURANT & CATERING, INC. RESERVES THE RIGHT TO DO RANDOM DRUG TESTING OF ANY OR ALL APPLICANTS.

# FUTURE MEMBERS OF THE AMALFI'S FAMILY

THANK YOU FOR YOUR INTEREST IN WORKING WITH AMALFI'S RESTAURANT. WE UNDERSTAND THAT APPLYING FOR A JOB AND WAITING TO HEAR BACK CAN BE STRESSFUL. UNFORTUNATELY, DUE TO THE GREAT NUMBER OF ENTHUSIASTIC PEOPLE TURNING IN APPLICATIONS EACH WEEK, IT IS NOT POSSIBLE FOR US TO RESPOND TO OR MEET EVERY APPLICANT.

TO ASSIST YOU IN YOUR SEARCH WE WOULD LIKE TO OFFER SOME HELPFUL INFORMATION ON OUR APPLICATION, INTERVIEW AND HIRING PROCESS. WE APPRECIATE YOUR INTEREST AND YOUR PATIENCE.

- APPLICATIONS ARE HELD ON FILE FOR THREE MONTHS.
- WE WILL CONTACT YOU IF WE FIND A MATCH FOR YOUR SKILLS.
- WE REVIEW APPLICATIONS REGULARLY, LOOKING FOR THE BEST MATCH POSSIBLE. IT SOMETIMES TAKES A WHILE FOR THE RIGHT MATCH TO COME UP.
- AFTER THREE MONTHS, IF YOU WOULD LIKE TO REMAIN IN OUR APPLICANT POOL, YOU WILL NEED TO SUBMIT A NEW APPLICATION.
- WE ARE NOT ABLE TO RESPOND TO INQUIRIES ABOUT THE STATUS OF APPLICATIONS.
- WE RESPECTFULLY REQUEST NO PHONE CALLS REGARDING POSTINGS OR APPLICATIONS.

## PERSONAL INFORMATION

NAME	ARE YOU 18YRS OR OLDER?  ___ Yes ___ No
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	

## DESIRED EMPLOYMENT

ARE YOU LEGALLY ABLE TO BE EMPLOYED IN THE USA?  ___ Yes ___ No	WHAT POSITION ARE YOU SEEKING?
HAVE YOU EVER BEEN FIRED FROM A JOB?  ___ No ___ Yes (IF YES, PLEASE PROVIDE A FULL EXPLANATION ON BACK)	
WHO REFERRED YOU TO AMALFI'S?	
HAVE YOU EVER BEEN CONVICTED OF A FELONY?  ___ No ___ Yes (IF YES, PLEASE PROVIDE A FULL EXPLANATION ON BACK)	DATE AVAILABLE TO START:

## HOURS AVAILABLE

MONDAY (CLOSED)	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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# EDUCATION

SCHOOL MOST RECENTLY ATTENDED			
ADDRESS			
LAST GRADE COMPLETED	GRADE AVERAGE	GRADUATED	NOW ENROLLED ___ No ___ Yes
SUBJECTS OF SPECIAL STUDY, SPECIAL TRAINING AND SKILLS			

# EMPLOYMENT HISTORY

Please provide information for your three most recent employers, listing your most recent employer first

COMPANY (ONE)	ADDRESS		
TELEPHONE	DATES WORKED		
STARTING POSITION	ENDING POSITION		
SUPERVISOR		WAGE	
HOW WOULD YOUR SUPERVISOR RATE YOUR PERFORMANCE			
REASON FOR LEAVING			

COMPANY (TWO)	ADDRESS		
TELEPHONE	DATES WORKED		
STARTING POSITION	ENDING POSITION		
SUPERVISOR		WAGE	
HOW WOULD YOUR SUPERVISOR RATE YOUR PERFORMANCE			
REASON FOR LEAVING			

## EMPLOYMENT HISTORY (CONT)...

COMPANY (THREE)	ADDRESS	
TELEPHONE	DATES WORKED	
STARTING POSITION	ENDING POSITION	
SUPERVISOR	WAGE	
HOW WOULD YOUR SUPERVISOR RATE YOUR PERFORMANCE		
REASON FOR LEAVING		

## PROFESSIONAL REFERENCES

References should be persons to which you are not related and have known for at least one year

NAME	TELEPHONE
RELATIONSHIP	LENGTH OF RELATIONSHIP
NAME	TELEPHONE
RELATIONSHIP	LENGTH OF RELATIONSHIP

## PERSONAL REFERENCES

References should be persons to which you are not related and have known for at least one year

NAME	TELEPHONE
RELATIONSHIP	LENGTH OF RELATIONSHIP
NAME	TELEPHONE
RELATIONSHIP	LENGTH OF RELATIONSHIP

## ADDITIONAL INFORMATION


**★ Please Read ★**

Thank you for applying for employment with Amalfi's Restaurant. After you have submitted your application we will review it and decide if you are right for any of the positions currently open. **Please Do Not Call.** If you are not hired at this time Amalfi's will keep your application on file for approximately six months for any future jobs that may become available.

## AUTHORIZATION

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED; FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN, AND UNDERSTAND THAT THE REFERENCES AND EMPLOYERS LISTED ABOVE MAY BE ASKED TO PROVIDE THE COMPANY WITH ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AS WELL AS ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.

I UNDERSTAND THAT THE COMPANY RESERVES THE RIGHT TO EMPLOY AT WILL AND THAT EMPLOYMENT CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF THE COMPANY OR AT THE OPTION OF THE EMPLOYEE.

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Signature

Date

## PERSONAL ASSESSMENT

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

WITH ALL THE RESTAURANTS IN PORTLAND, WHY DO YOU BELIEVE THIS ONE IS THE RIGHT ONE FOR YOU?

WHICH OF THE ABOVE JOBS ARE YOU THE MOST PROUD TO HAVE WORKED? WHY?

WHICH OF THE ABOVE JOBS ARE YOU THE LEAST PROUD TO HAVE WORKED? WHY?

## PERSONAL ASSESSMENT (CONT)...

HOW DO YOU CONTINUE TO STAY CURRENT WITH TRENDS IN YOUR FIELD?

HOW WILL YOUR NEXT JOB HAVE TO BE DIFFERENT FROM YOUR LAST/PRESENT JOB TO MAKE IT MORE FULFILLING FOR YOU?

IF YOU HAD ONLY ONE WORD TO DESCRIBE YOURSELF, WHAT WOULD IT BE? WHY?

HOW DO YOU DEFINE GREAT SERVICE?

NAME THE LAST THREE RESTAURANTS YOU DINED IN AND WHY YOU CHOSE THEM?

WOULD YOU FEEL COMFORTABLE WITH US CONTACTING YOUR BOSS(ES)? PEERS? SUBORDINATES? CUSTOMERS?

WHAT DO YOU THINK THEY (ABOVE) WOULD SAY ABOUT YOU?

WHAT IS YOUR BIGGEST CHALLENGE/WEAKNESS?

## PERSONAL ASSESSMENT (CONT)...

IF APPLICABLE, WHICH OF YOUR EMPLOYER RESTAURANTS/COMPANIES TAUGHT YOU THE MOST ABOUT  
1) HOSPITALITY 2) FOOD 3) WINE How so?

HOW DO YOU DEFINE HOSPITALITY?

WHAT DO YOU LIKE MOST ABOUT WORKING IN RESTAURANTS?

DO YOU HAVE ANY SPECIFIC SALARY REQUIREMENTS?

WHAT ARE YOUR GOALS IN THE FOOD & BEVERAGE OR HOSPITALITY INDUSTRY? WHAT ROLE DOES THIS RESTAURANT SERVE TO THOSE GOALS?

WHAT DO YOU NEED YOUR NEXT EMPLOYER TO PROVIDE FOR YOU TO SUCCEED?

RATE YOURSELF ON A SCALE OF 1 TO 10 IN THE FOLLOWING AREAS: 1 - WEAKEST, 10 - STRONGEST

ORGANIZATION: \_\_\_\_\_ TEAM PLAYER: \_\_\_\_\_ WINE KNOWLEDGE: \_\_\_\_\_ COMMUNICATION: \_\_\_\_\_  
FOOD KNOWLEDGE: \_\_\_\_\_ POS SKILLS: \_\_\_\_\_ SERVICE FINESSE: \_\_\_\_\_ TELEPHONE SKILLS: \_\_\_\_\_

\*WHAT HAVE YOU DONE IN THE LAST YEAR TO IMPROVE THE WEAKEST OF THE ABOVE SKILLS?

## DISCLOSURE TO EMPLOYMENT APPLICANT

THIS IS TO NOTIFY YOU THAT A CONSUMER REPORT AND/OR INVESTIGATIVE CONSUMER REPORT WILL BE CONDUCTED ON YOU FOR EMPLOYMENT PURPOSES.

BY SIGNING THE RELEASE BELOW, I HEREBY AUTHORIZE AMALFI'S ITALIAN RESTAURANT & CATERING, INC. TO CONTACT ANY AND ALL CORPORATIONS, FORMER EMPLOYERS, CREDIT AGENCIES, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, CITY, STATE, COUNTY, AND FEDERAL COURTS, MILITARY SERVICES TO RELEASE INFORMATION ABOUT MY BACKGROUND INCLUDING, BUT NOT LIMITED TO, INFORMATION ABOUT EMPLOYMENT, EDUCATION, CONSUMER CREDIT HISTORY, DRIVING RECORD, CRIMINAL RECORD AND GENERAL PUBLIC RECORDS HISTORY TO AMALFI'S ITALIAN RESTAURANT & CATERING, INC.

I RELEASE FROM ALL LIABILITY ALL PERSONS, COMPANIES, AND SCHOOLS SUPPLYING SUCH INFORMATION. I INDEMNIFY AMALFI'S ITALIAN RESTAURANT & CATERING, INC AGAINST ANY LIABILITY, WHICH MAY RESULT FROM MAKING SUCH REQUESTS. THIS RELEASE SHALL REMAIN IN EFFECT FOR THE LENGTH OF MY EMPLOYMENT. I UNDERSTAND AND I MAY HAVE A RIGHT TO REQUEST ADDITIONAL DISCLOSURES REGARDING THE NATURE AND SCOPE OF THE INVESTIGATION.

I BELIEVE TO THE BEST OF MY KNOWLEDGE THAT ALL INFORMATION I HAVE PROVIDED IS ACCURATE, TRUE AND CORRECT AND THAT I FULLY UNDERSTAND THE TERMS OF THIS RELEASE.

COMPLETE (INCLUDING MIDDLE) NAME: \_\_\_\_\_

OTHER NAMES USED (PLEASE PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

DATE RECEIVED DEGREE (IF APPLICABLE): \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

DRIVER'S LICENSE NUMBER & STATE: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

\_\_\_\_\_  
DATE

PLEASE PROVIDE US WITH AN EMAIL ADDRESS \_\_\_\_\_



# EMPLOYEE AUTHORIZATION FOR REFERENCE RELEASE

DATE: \_\_\_\_\_

TO: HUMAN RESOURCES

I HEREBY AUTHORIZE AMALFI'S ITALIAN RESTAURANT & CATERING, INC. TO RECEIVE THE FOLLOWING INFORMATION REGARDING MY EMPLOYMENT.

\_\_\_\_\_ DATES OF EMPLOYMENT

\_\_\_\_\_ POSITIONS

\_\_\_\_\_ ATTENDANCE

\_\_\_\_\_ SALARY

\_\_\_\_\_ PERFORMANCE

\_\_\_\_\_ ELIGIBILITY FOR REHIRE

SIGNATURE: \_\_\_\_\_

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PRINTED NAME OF EMPLOYEE