



# Employment Application

## Is this the right job for you?

Below are a few of the requirements that you are expected to meet if you are hired by Wild Ace Pizza & Pub.

- **Honesty** - This goes without saying in any job. We list it first because it is our number one requirement in dealing with guests, fellow employees and the company. It is our #1 Priority on reference checks. Honesty in our business means accurate cash handling, proper use of tools and inventory controls. This also means that you, your friends and/or family do not receive food or services free, just as you would not expect free groceries from a friend who works in a grocery store.
- **Drugs / Alcohol** – Every employee has daily contact with our guests. The use of drugs, tobacco or alcohol is not conducive to a good employer/employee or employee/guest relationship. For this reason, we have a random drug-testing program. By signing this application you agree to participate in the program. For your safety and the safety of fellow employees and guests, there is a zero tolerance policy for coming to work under the influence of drugs or alcohol, and the use of drugs or alcohol in any manner while on duty is strictly forbidden and will result in immediate termination.
- **Schedule** – We expect you to work the days you are scheduled and to be on time. Tardiness and absenteeism are not acceptable. You should expect that due to the nature of our business, you will be required to work evenings, weekends, summer months and holiday periods.
- **Appearance** – As all employees representing this company must interact with the general public you must agree to the following:
  - o All employees are expected to wear the required uniform, no other dress is acceptable.
  - o Employees must comply with all grooming standards.
  - o Personal hygiene is very important because of the close contact with our guests.
  - o Employees will remove all tongue and facial piercing(s) and cover all tattoos .
- **Friendly Attitude and Commitment to Excellence** – Excellent people skills and courtesy are required at all times. If you do not enjoy working with people, including children, then this may not be the job for you.

This is not a complete listing of employee requirements at Wild Ace Pizza and Pub. All requirements will be reviewed with you in detail if you continue the application process. Compliance with all employee guidelines is a responsibility of employment. If you feel comfortable working under the conditions listed above, please continue with the employment application. As positions become available, applicants will be contacted for an interview. Not all applicants are granted an employment interview. Wild Ace Pizza and Pub is an Equal Opportunity Employer.

\_\_\_\_\_  
Signature of Agreement

1. Type or neatly print in black or blue ink
2. Answer each question
3. Read Acknowledgement (page 4), sign and date.
4. Incomplete application may delay review process or cause rejection of your application.

Social Security Number \_\_\_\_\_

Name \_\_\_\_\_

## Personal Information

|                                          |        |                                                |
|------------------------------------------|--------|------------------------------------------------|
| Name:                                    |        |                                                |
| Date of Birth:                           | SSN:   | Phone:                                         |
| Current Address:                         |        |                                                |
| City:                                    | State: | Zip Code:                                      |
| How long have you lived at this address? |        | If less than 3 years, provide previous address |
| Previous Address:                        |        |                                                |
| City:                                    | State: | Zip Code:                                      |
| How long did you live at this address?   |        |                                                |
| Position Applying For:                   |        |                                                |

- Have you ever been employed by Wild Ace Pizza and Pub?  Yes  No
- Are you 18 years of age or older?  Yes  No
- Do you have any friends or relatives in our employ?  Yes  No
- Do you have reliable transportation?  Yes  No
- Are you able to provide verification of U.S. citizenship or your right to work in this country?  Yes  No
- Have you ever been convicted of a crime?  Yes  No
- If yes, explain number of convictions(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

If accepted for employment, do you agree to work nights, holidays, and weekends as scheduled?  Yes  No

Date available to start work \_\_\_\_\_ How many hours per week can you work? \_\_\_\_\_

Do you prefer to work \_\_\_\_\_ days or evenings

What days can you work? Mon Tues Wed Thurs Fri Sat

Upon request of the Management would you be willing to submit to a background check?  Yes  No

Random drug testing is administered at Wild Ace Pizza and Pub.

Are you willing to take a drug test if requested?  Yes  No

Have you taken any illegal drugs in the past 12 months?  Yes  No

Will you comply with all work-related policies and procedures including uniform, dress and grooming requirements as outlined in the application introduction and the employee handbook?  Yes  No

| NAME        | CITY, STATE | NUMBER OF YEARS COMPLETED | GPA | DEGREE OR DIPLOMA |
|-------------|-------------|---------------------------|-----|-------------------|
| HIGH SCHOOL |             |                           |     |                   |
| COLLEGE     |             |                           |     |                   |
| OTHER       |             |                           |     |                   |

Please list any languages you can speak fluently (in addition to English) \_\_\_\_\_

## Experience

List any relevant experience or training –

List special skills, hobbies and interests –

List any equipment and/or software with which you are experienced –

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. (Use additional sheets if necessary).

Position you are requesting \_\_\_\_\_

Is there any position you would rather not work? \_\_\_\_\_

## Employment History

List your most recent job first. Then, list work experience for the past five years. If you were self-employed, give firm name. Attach additional sheets as necessary.

| COMPANY                                                                     | ADDRESS | POSITION AND DUTIES | SUPERVISOR NAME & PHONE | DATES EMPLOYED/How Long were you there? | REASON FOR LEAVING |
|-----------------------------------------------------------------------------|---------|---------------------|-------------------------|-----------------------------------------|--------------------|
| MAY WE CONTACT?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |         |                     |                         | ENDING WAGE<br>\$                       |                    |
| MAY WE CONTACT?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |         |                     |                         | ENDING WAGE<br>\$                       |                    |
| MAY WE CONTACT?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |         |                     |                         | ENDING WAGE<br>\$                       |                    |

## References

List 3 Work, School, or Personal references whom we may contact. Do not list relatives (family members).

| NAME | TELEPHONE NUMBER | HOW LONG HAVE YOU KNOWN THIS PERSON | RELATIONSHIP TO YOU | TYPE OF REFERENCE                                                                                     |
|------|------------------|-------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------|
|      |                  |                                     |                     | <input type="checkbox"/> WORK<br><input type="checkbox"/> SCHOOL<br><input type="checkbox"/> PERSONAL |
|      |                  |                                     |                     | <input type="checkbox"/> WORK<br><input type="checkbox"/> SCHOOL<br><input type="checkbox"/> PERSONAL |
|      |                  |                                     |                     | <input type="checkbox"/> WORK<br><input type="checkbox"/> SCHOOL<br><input type="checkbox"/> PERSONAL |

Please read and sign the Acknowledgement on the next page.

## Acknowledgement

Please read carefully and sign below.

I CERTIFY THAT ALL STATEMENTS GIVEN ON THIS APPLICATION ARE CORECT, AND I REALIZE THAT FALSIFICATION OR MISREPRESATION ON THIS OR ANY OTHER PERSONNEL RECORD MAY RESULT IN MY DISCHARGE. In the event of employment, I agree to abide by all present and subsequently issued rules of the company. I agree to the right of the company to inspect, at its discretion, any company operated quarters, rooms, or lockers provided to employees.

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and my employment relation with the Company is terminable at will for any reason by either party.

I acknowledge that I have read all of the above statements and that I understand them.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### **-For Office Use Only-**

Schedule for Interview

Date/Time \_\_\_\_\_

Schedule for Orientation

Date/Time \_\_\_\_\_

\_\_\_\_\_  
Interviewed By

\_\_\_\_\_  
Date

Notes \_\_\_\_\_

\_\_\_\_\_  
Interviewed By

\_\_\_\_\_  
Date

Notes \_\_\_\_\_

\_\_\_\_\_  
Interviewed By

\_\_\_\_\_  
Date

Notes \_\_\_\_\_