

# APPLICATION FOR EMPLOYMENT



## THESE ARE THE PRINCIPLES OUR COMPANY LIVES BY:

- ACT WITH INTEGRITY AND URGENCY
  - BE TEAM-ORIENTED
  - COMMIT TO EXCELLENCE
- PURSUE THE UPWARD DEVELOPMENT OF OUR PEOPLE
- PROVIDE FOR LONG TERM GROWTH FOR THE INDIVIDUAL AND THE COMPANY
  - MAKE OUR COMMUNITY BETTER
  - HAVE FUN

## ARE YOU WILLING TO:

- Do what you feel is right, even if no one will find out?
- Be action oriented and not always need to be told what to do?
- Find ways to help the other members of your team?
- Ask for help when you need it?
- Openly communicate successes and failures, so we can all learn from each other?
- Show genuine concern for customers and coworkers alike?
- Continually strive to always do the best job possible?
- Not accept mediocrity in yourself or others?
- Look for better ways to do what we are already doing well?
- Help create a positive and enjoyable working atmosphere?

## RATE YOURSELF IN THESE CATEGORIES:

1) Need Improvement 2) Satisfactory 3) Above Average

- \_\_\_ Friendly, courteous attitude.
- \_\_\_ Guest service: Sincere concern for guest satisfaction.
- \_\_\_ Quality of judgment: Making timely, sound decisions.
- \_\_\_ Attention to detail: Following sanitation and operational standards.
- \_\_\_ Reliability: Ability to be on time and a strong member of the team.
- \_\_\_ Communication skills: Ability to listen and to get a point across.
- \_\_\_ Teamwork: Actively working with other members of the team.
- \_\_\_ Appearance: Neat, clean and professional.

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## ABOUT YOU:

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Social Security No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home Phone: \_\_\_\_\_ MessagePhone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If you listed a message phone above, how often do you check for messages? \_\_\_\_\_

Do you have reliable transportation to meet any scheduled shift? \_\_\_\_\_

Can you read at a 6th grade level? yes \_\_\_ no \_\_\_

Have you been convicted of a felony? \_\_\_\_\_

If yes, give details: \_\_\_\_\_

Do you have any friends or relatives working for us? \_\_\_\_\_ Who? \_\_\_\_\_

Can you provide proof that you are over 18 years old? \_\_\_\_\_ over 21 years old? \_\_\_\_\_ Are you a smoker? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_ License No: \_\_\_\_\_

Have you had any accidents or moving violations in the past three years?\_\_\_\_\_

If yes, please provide details:\_\_\_\_\_

Have you ever been bonded?\_\_\_\_\_ Is there any reason why you could not be bonded?\_\_\_\_\_

If yes, describe:\_\_\_\_\_

Do you have a legal right to work in the U.S.?\_\_\_\_\_ Can you provide documentation of your legal right to work?\_\_\_\_\_

Is there any reason why you could not perform all physical aspects of this job ( including the ability to lift up to 50 lbs.)?\_\_\_\_\_

If yes, please provide details:\_\_\_\_\_

Is additional information concerning change of name necessary to check work or education records?\_\_\_\_\_

If yes, explain (continue on separate sheet if necessary)\_\_\_\_\_

We are committed to maintaining a drug-free workplace. This means that we do not tolerate the possession of drugs or alcohol on the premises nor do we permit our staff to work under the influence of drugs or alcohol.

Do you agree to abide by this commitment?\_\_\_\_\_

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### ABOUT THE JOB:

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Applying for: Server\_\_\_ Host\_\_\_ Bus\_\_\_ Line Cook\_\_\_ Food Prep\_\_\_ Dishwasher\_\_\_ Management\_\_\_

Would you accept another position?\_\_\_\_\_ If so, which one?\_\_\_\_\_

Which do you prefer: Full time\_\_\_ Part time\_\_\_ If part time, about how many hours per week?\_\_\_\_\_

Which will you accept? \_\_\_Full time work \_\_\_Part time work

Date you can start:\_\_\_\_\_ \$ Wage requirements per week:\_\_\_\_\_

When could you start working for us full time?\_\_\_\_\_ (please check shifts you CAN work):

| MONDAY                                    | TUESDAY                                   | WEDNESDAY                                 | THURSDAY                                  | FRIDAY                                    | SATURDAY                                  | SUNDAY                                    |
|---|---|---|---|---|---|---|
| <input type="checkbox"/> morning          | <input type="checkbox"/> morning          | <input type="checkbox"/> morning          | <input type="checkbox"/> morning          | <input type="checkbox"/> morning          | <input type="checkbox"/> morning          | <input type="checkbox"/> morning          |
| <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        |
| <input type="checkbox"/> evening          | <input type="checkbox"/> evening          | <input type="checkbox"/> evening          | <input type="checkbox"/> evening          | <input type="checkbox"/> evening          | <input type="checkbox"/> evening          | <input type="checkbox"/> evening          |
| <input type="checkbox"/> can work anytime | <input type="checkbox"/> can work anytime | <input type="checkbox"/> can work anytime | <input type="checkbox"/> can work anytime | <input type="checkbox"/> can work anytime | <input type="checkbox"/> can work anytime | <input type="checkbox"/> can work anytime |

When could you start working for us part time?\_\_\_\_\_ (please check shifts you CAN work):

| MONDAY                                    | TUESDAY                                   | WEDNESDAY                                 | THURSDAY                                  | FRIDAY                                    | SATURDAY                                  | SUNDAY                                    |
|---|---|---|---|---|---|---|
| <input type="checkbox"/> morning          | <input type="checkbox"/> morning          | <input type="checkbox"/> morning          | <input type="checkbox"/> morning          | <input type="checkbox"/> morning          | <input type="checkbox"/> morning          | <input type="checkbox"/> morning          |
| <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        | <input type="checkbox"/> afternoon        |
| <input type="checkbox"/> evening          | <input type="checkbox"/> evening          | <input type="checkbox"/> evening          | <input type="checkbox"/> evening          | <input type="checkbox"/> evening          | <input type="checkbox"/> evening          | <input type="checkbox"/> evening          |
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### ABOUT YOUR EDUCATION:

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HIGH SCHOOL:\_\_\_\_\_ City:\_\_\_\_\_ State:\_\_\_\_\_ Graduated?\_\_\_\_\_

No. years completed:\_\_\_\_\_ Major:\_\_\_\_\_ Verification phone:\_\_\_\_\_

COLLEGE:\_\_\_\_\_ City:\_\_\_\_\_ State:\_\_\_\_\_ Degree:\_\_\_\_\_

No. years completed:\_\_\_\_\_ Major:\_\_\_\_\_ Verification phone:\_\_\_\_\_

GRAD SCHOOL:\_\_\_\_\_ City:\_\_\_\_\_ State:\_\_\_\_\_ Degree:\_\_\_\_\_

No. years completed:\_\_\_\_\_ Major:\_\_\_\_\_ Verification phone:\_\_\_\_\_

Extracurricular activities:

Other training completed:

Professional memberships and certifications:

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**ABOUT YOUR WORK EXPERIENCE:**

( Please start with your most recent position)

Resume attached? yes \_\_\_ no \_\_\_

Company: \_\_\_\_\_ Position(s): \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Coworker: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Major responsibilities and accomplishments: \_\_\_\_\_

Last rate of pay: \_\_\_\_\_ Eligible for re-hire? \_\_\_ yes \_\_\_ no

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Company: \_\_\_\_\_ Position(s): \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Coworker: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Major responsibilities and accomplishments: \_\_\_\_\_

Last rate of pay: \_\_\_\_\_ Eligible for re-hire? \_\_\_ yes \_\_\_ no

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Company: \_\_\_\_\_ Position(s): \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Coworker: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Major responsibilities and accomplishments: \_\_\_\_\_

Last rate of pay: \_\_\_\_\_ Eligible for re-hire? \_\_\_ yes \_\_\_ no

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**OTHER COMMENTS:**

Why would you be a good choice for this position?

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I certify the information above is complete and accurate to the best of my knowledge.

1. I understand that incomplete or unsigned applications will not be considered and that any material representation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.

2. It is my understanding that the company will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the company and I release from liability any person, company, or agency giving or receiving such information. I understand I must receive satisfactory references from previous employers, co-workers and subordinates (if any) before an offer of employment can be made. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

3. I agree that my employment may be terminated by this company at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to search of my person or of any locker that may be assigned to me, and hereby waive all claims for damages on account of such examination. I understand and agree that I may be required to take a physical examination, at company expense, at any time to determine if I am physically fit for the job I am to perform, and, I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the company. I understand that any offer of employment is contingent upon my passing a prescribed physical examination, proving my identity and documenting my right to work.

4. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shiftwork, a rotating schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.

5. I understand that this is an application for employment and that no employment contract is being offered. I further understand that if I am employed, such employment is for an indefinite period of time and that the company can change wages, benefits, and conditions at any time.

6. I understand these policies cannot be changed except in writing.

I have read and understand the above.

Signature: \_\_\_\_\_

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

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We are always looking for good people to join our staff. You may apply for a position in one of two ways:

1 - Print this application form, fill it out and drop it off in person at one of the restaurants or

2 - Stop by one of the restaurants. in person and fill out an application.

YOU CAN REACH US:

TORTILLA MARISSA'S  
2635 South College Ave  
Ft Collins, Co. 80525  
(970) 225-9222 \* Fax (970) 225-9228  
[www.tortillamairssas.com](http://www.tortillamairssas.com)

MAIN STREET GRILL & BAR  
1294 Main Street  
Windsor, Co. 80550  
(970) 674-0810 \* (970) 674 0811  
[www.windsorgrill.com](http://www.windsorgrill.com)