

We are not just another restaurant, and we are not looking for just another job applicant. This letter will give you some ideas of what to expect and how to proceed from here:

1. Do not try to complete this application now. Please take it home, give it some thought, and take your time with it. Be sure to fill it out completely, even if you enclose a resume. If a question does not apply to you, mark it "NA" so we know you didn't avoid the answer. Foodservice is a business of details, and we will only consider people who share our concern about the importance of handling all the small points.
2. We verify as much information as possible. Any false or misleading information will disqualify you from consideration, no matter how talented you may be. Please understand that we are not as concerned with what you tell us as we are that you give us the truth. Honesty is the best policy...especially if you hope to become part of our team.
3. We are committed to maintaining a drug-free work place. This means that we do not tolerate the possession of drugs on the premises nor do we permit our staff to work under the influence of drugs or alcohol.
4. We will verify as many references as possible. In addition to your supervisors, we want to talk with your co-workers and anyone who may have worked for you in your past positions. If we cannot check your references, we cannot consider you for employment, so be sure you list valid names and phone numbers. It does not matter if they still work for your old company or not. In fact, we often get better information from people who have taken other jobs. Please be sure that everyone you list knows to expect a phone call from us and has your permission to talk with us. It will require some work on your part, then it takes a little extra to succeed in this business!
5. Be sure to include the correct telephone number for the registrar's office of your college or university and the records department of your school district so we can verify your education. We will not consider applications that do not have this information.
6. On the last page of the application we give you the opportunity to make a personal "sales pitch." We suggest you give it some thought and present a case for yourself. After all, If you don't believe in you, why should we?
7. Read the final statement on the application carefully before you sign it. If you have any questions, please ask them before you give us your application. We will not consider unsigned applications.
8. When you have completed the application, call Gary Santimyer at 724 - 863 - 8358 to set up an appointment for you to submit your application and take some short screening tests.. This appointment should last no longer than 30 minutes. Be aware that what you do and how you do it are being evaluated throughout the selection process, **so dress the part, be on time and show us your best. Remember the saying about first impressions!**

Thank you for your interest and your time. We will wish you all the best in the future, whatever direction your life may take you.

With best regards,

Gary Santimyer,
owner

Advice to Applicants

Thank you for your interest in working with us. I think you will find our approach to hospitality a bit different from that of other operators in the market and we think this is the secret to our 39 years of success. The **Colonial Grille** has several significant goals:

TO CONTINUE TO EARN THE REPUTATION AS A FAIR AND CONSCIENTIOUS EMPLOYER

We will hire the most qualified people we can find. We will support their development both within and outside the organization. We will talk to them, listen to them, pay them fairly and demand a lot from each of them. We will hire people with experience and also people with no experience, believing that everyone that wishes to work is entitled to a first chance. We also believe that it is a wonderful experience to watch great people go further.

TO OPERATE A VERY SUCCESSFUL RESTAURANT AND CATERING SERVICE

Our operations will be exciting, diverse and profitable. We will strive to deliver on our service and our smiles. We will provide "good food served right." We will continue to be the restaurant to go to for friendly, familiar faces; great breakfasts; hearty lunches; fantastic soups and reasonably priced, delicious dinners. We will continue to be the caterer of choice in the Norwin and surrounding areas.

TO HAVE A GOOD TIME

We recognize that people go out to eat because they are looking for a good time, not just a good meal. We will build fun and lightness into our business in the interest of our collective mental health and peace of mind.

TO MAINTAIN A PERSONAL WORKING RELATIONSHIP WITH OUR STAFF

We believe the way to achieve the kind of business environment we want is to create a trusting relationship with our staff. In this atmosphere, both staff and company can work out difficulties and make decisions together. We cannot imagine a problem that we cannot effectively resolve among ourselves.



Colonial Grille

Application for Employment

333 Main Street
Irwin, Pa 15642

724 - 863 - 8358
colonialgrille@gmail.com
www.colonialgrille.vpweb.com

About You

Name _____ Nickname _____ Birth Date ____ / ____ / ____

Social Security Number ____ - ____ - ____ Home Phone _____ Message Phone _____

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? _____ Have you been convicted of a felony? _____ If yes, give details on last page.

Have you ever worked for us before? _____ If yes, under what name? _____

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 on last page.

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

Have you ever been bonded? _____ Is there any reason why you could not be bonded? _____ If yes, describe on last page.

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 on last page.

Is additional information concerning change of name necessary to check work or education records? _____ If yes, explain.
(continue on last page if necessary)

Describe your use of drugs and alcohol: (continue on last page if necessary)

About the Job

For what position are you applying? _____ Salary Requirement: \$ _____ per

Would you accept another position? _____ If so, which one? _____

Which do you prefer? full time work part time work. If part time, about how many hours per week?

Which will you accept? full time work part time work

When could you start working for us **full time**? _____

When are you **NOT** available to work for us full time?

Monday

Morning
 Afternoon
 Evening
 Can work anytime

Tuesday

Morning
 Afternoon
 Evening
 Can work anytime

Wednesday

Morning
 Afternoon
 Evening
 Can work anytime

Thursday

Morning
 Afternoon
 Evening
 Can work anytime

Friday

Morning
 Afternoon
 Evening
 Can work anytime

Saturday

Morning
 Afternoon
 Evening
 Can work anytime

Sunday

Morning
 Afternoon
 Evening
 Can work anytime

When could you start working for us **part time**? _____

When are you **NOT** available to work for us part time?

Monday

Morning
 Afternoon
 Evening
 Can work anytime

Tuesday

Morning
 Afternoon
 Evening
 Can work anytime

Wednesday

Morning
 Afternoon
 Evening
 Can work anytime

Thursday

Morning
 Afternoon
 Evening
 Can work anytime

Friday

Morning
 Afternoon
 Evening
 Can work anytime

Saturday

Morning
 Afternoon
 Evening
 Can work anytime

Sunday

Morning
 Afternoon
 Evening
 Can work anytime

About your work experience

Please start with your most recent position.

COMPANY _____ Mo/Yr Hired _____ Mo/Yr Left _____

Job Title _____ Reason for leaving _____

Starting salary: \$ _____ per _____ Final salary \$ _____ per _____

Supervisor's Name _____ Position _____ Phone _____

Supervisor's Name _____ Position _____ Phone _____

Co-worker's Name _____ Position _____ Phone _____

Co-worker's Name _____ Position _____ Phone _____

Subordinate's Name _____ Position _____ Phone _____

Subordinate's Name _____ Position _____ Phone _____

Major responsibilities and accomplishments:

COMPANY _____ Mo/Yr Hired _____ Mo/Yr Left _____

Job Title _____ Reason for leaving _____

Starting salary: \$ _____ per _____ Final salary \$ _____ per _____

Supervisor's Name _____ Position _____ Phone _____

Supervisor's Name _____ Position _____ Phone _____

Co-worker's Name _____ Position _____ Phone _____

Co-worker's Name _____ Position _____ Phone _____

Subordinate's Name _____ Position _____ Phone _____

Subordinate's Name _____ Position _____ Phone _____

Major responsibilities and accomplishments:

More about your work experience

COMPANY _____ Mo/Yr Hired _____ Mo/Yr Left _____

Job Title _____ Reason for leaving _____

Starting salary: \$ _____ per _____ Final salary \$ _____ per _____

Supervisor's Name _____ Position _____ Phone _____

Supervisor's Name _____ Position _____ Phone _____

Co-worker's Name _____ Position _____ Phone _____

Co-worker's Name _____ Position _____ Phone _____

Subordinate's Name _____ Position _____ Phone _____

Subordinate's Name _____ Position _____ Phone _____

Major responsibilities and accomplishments:

About your education

HIGH SCHOOL _____ City _____ State _____ Graduated? _____

No. Yrs. Completed _____ Major _____ Verification Phone (____) _____

COLLEGE _____ City _____ State _____ Degree _____

No. Yrs. Completed _____ Major _____ Verification Phone (____) _____

GRAD SCHOOL _____ City _____ State _____ Degree _____

No. Yrs. Completed _____ Major _____ Verification Phone (____) _____

Extracurricular activities:

Other training programs completed:

Professional memberships and certification:

Other comments

Why would you be a good choice for this position?

vvvvvvvvvvvvvvvvvv

I certify the information above is complete and accurate to the best of my knowledge. I authorize the individuals, companies and agencies concerned to provide this company and its agents with all information necessary to verify the statements I have made in this application and I release them from any liabilities for so doing. 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 incomplete or unsigned applications will not be considered and that false, incomplete or misleading statements are grounds for my immediate discharge. I understand that any offer of employment is contingent upon proving my identity and documenting my right to work. I understand these policies cannot be changed except in writing.

Signature _____ Print Name _____ Date _____