

Thank you for applying for employment at **MADRONES**

We are a full service restaurant committed to **100% CUSTOMER SATISFACTION**. Each and every one of our customers deserves impressive service from the moment they arrive and until the moment they leave. We depend on our employees to provide a fast, friendly, and courteous experience to all our guests so they will visit us again and again. Therefore, we look for individuals who like to have fun while delivering accurate, fast, and friendly service.

If you are interested in sharing this experience with us, here are some of the job duties that could be required of you as a **MADRONES** employee.

- Greeting and serving all **MADRONES** customers with a smile.
- Treating all customers in a courteous, friendly, and helpful manner.
- Serving our customers quality food and beverages quickly and with **100% CUSTOMER SATISFACTION**.
- Follow all **MADRONES** job procedures related to preparing food and serving customers.
- Making sure the restaurant is clean (for example, doing the dishes, cleaning work areas and restrooms, taking out the trash, and mopping the floors).

Also, **MADRONES** expects all employees to uphold certain policies and work ethics, such as:

- Treating co-workers with courtesy and respect.
- Working on a team with men and women of different ages and from different races and ethnic backgrounds.
- Reporting to work on time and occasionally working extra hours, as needed.
- Reporting to work according to **MADRONES** dress standards, which may include a required uniform, a neat and clean appearance and minimum jewelry and cosmetics.
- Maintaining a high energy level while working.

MADRONES is an equal opportunity employer committed to a diverse work force.

U.S. law requires that, if hired, you must furnish appropriate documentation establishing IDENTITY and EMPLOYMENT ELIGIBILITY, generally within 72 hours of starting work.

For example, acceptable documents include:

- A U.S. Passport, Certificate of U.S. Citizenship, Certificate of Naturalization or INS Forms 688 or 688A
- A Social Security Card or birth certificate issued by government authority and a drivers license, school I.D. with photo or other government issued documentation establishing identity.

Certain other documents are equally acceptable. Please consult a member of your management team and ask them for a copy of INS Form 1-9 for a list of these documents.

YOUR APPLICATION WILL BE CONSIDERED ACTIVE FOR 30 DAYS - FOR CONSIDERATION AFTER THAT YOU MUST REAPPLY.

EMPLOYMENT APPLICATION

JOB APPLIED FOR:

SOCIAL SECURITY NO.

NAME _____ FIRST NAME _____ MIDDLE INITIAL _____ LAST NAME _____ STREET ADDRESS _____
 APT. NO. _____ CITY _____ STATE _____ ZIP _____ AREA CODE (____) _____ PHONE _____
 OR BOX _____

ARE YOU 21 OR OLDER? YES NO. IF NOT, BIRTH DATE _____ HOW DID YOU HEAR OF JOB? _____ DO YOU HAVE TRANSPORTATION? _____

AVAILABILITY:

TOTAL HOURS AVAILABLE PER WEEK _____
 USE AN "A" IF YOU ARE AVAILABLE AND AND "X" IF YOU ARE NOT AVAILABLE. DAYS SHIFTS BEGIN AT 10 AM UNTIL 5 PM NIGHT SHIFTS BEGIN AT 4 PM UNTIL CLOSING.

	MON	TUE	WED	THUR	FRI	SAT	SUN
DAY							
NIGHT							

SCHOOL MOST RECENTLY ATTENDED:

NAME _____ ADDRESS _____ CITY _____ STATE _____ PHONE _____
 LAST HIGH SCHOOL _____ GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12 COLLEGE ATTENDED _____ DEGREE _____

THREE MOST RECENT JOBS:

JOB _____ COMPANY _____ ADDRESS _____ CITY _____ STATE _____ PHONE _____

DESCRIPTION _____ DATES WORKED: TO _____

DATE WORKED: FROM _____ DATES WORKED: TO _____

REASON FOR LEAVING _____ **MGMT. REFERENCE CHECK DONE BY** _____

SALARY _____ ADDRESS _____ CITY _____ STATE _____ PHONE _____

DESCRIPTION _____

DATE WORKED: FROM _____ DATES WORKED: TO _____

REASON FOR LEAVING _____ **MGMT. REFERENCE CHECK DONE BY** _____

SALARY _____ ADDRESS _____ CITY _____ STATE _____ PHONE _____

DESCRIPTION _____

DATE WORKED: FROM _____ DATES WORKED: TO _____

REASON FOR LEAVING _____ **MGMT. REFERENCE CHECK DONE BY** _____

The Secretary of Health and Human Services has determined that certain diseases, including hepatitis A, salmonella, shigella, staphylococcus, streptococcus, giardia and campylobacter may prevent you from serving food or handling food equipment in a sanitary health fashion. An essential function of this job involves handling and serving food, food service equipment and utensils in a sanitary and healthy fashion. Is there any reason why you cannot perform the essential functions of this job?
 YES _____ NO _____ If yes, explain: _____

*DURING THIS PAST 7 YEARS, HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY TO A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS?
 * A conviction will not necessarily bar you from employment _____

I certify that the information contained is correct to the best of my knowledge and understand that any omission or erroneous information is grounds for dismissal in accordance with the policy of Madrona's Restaurant. 2. I authorize the references listed above to give you any and all information concerning my past employment and pertinent information they may have, personal or otherwise, and release all parties from the liability for any damage that may result from furnishing same to you. 3. If applicable to my employment, I have read and understood the notice regarding polygraph tests and my rights under Maryland and Massachusetts law.

Please sign _____ Date _____