



## **STATEMENT OF VALUES**

**Welcome to Forks and Corks Catering. Prior to completing the application for employment, please understand that we are serious about creating a productive work environment for our staff and maintaining the highest levels of quality, service and attention for our guests.**

**We want you to understand that we also believe in living our values, some of which are:**

- We believe that good enough isn't.
- We believe in doing business in a professional and orderly manner.
- We believe in honesty and integrity
- We believe that only a happy and professional staff can give the level of personal service that we demand.
- We believe in the ongoing training and development of our staff and see it as a worthy investment in the future of our company.
- We believe in providing legendary service – the unique and powerful sort of personal care and attention that our guests tell stories about.
- We believe that everyone is capable of being an A+ player.

If this feels like an environment for you, please complete the application.



# Employee Application

Please Print Clearly

Position(s) applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Referred by? (Circle all the apply) Craigslist | Facebook | Friend/Relative | Walk-In | Other: \_\_\_\_\_

Why are you seeking new employment? \_\_\_\_\_

## Applicant Information

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Street Address: \_\_\_\_\_ Cell: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Home: \_\_\_\_\_

Email Address: \_\_\_\_\_

If hired, do you have reliable transportation? **Y / N** Describe: \_\_\_\_\_

Are you at least 18 years old? **Y / N** If under 18 years, can you provide a work permit? **Y / N**

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are you legally able to work in the United States? **Y / N** If hired, we require proof of legal status.

Have you been convicted of a crime? **Y / N**

If yes, state nature of offense and disposition of the case. Include dates and places:

\_\_\_\_\_

Are you a veteran? **Y / N** If yes, dates of service: \_\_\_\_\_ to \_\_\_\_\_

## Employment Information

Are you seeking Full, Part, or Temporary employment? \_\_\_\_\_

What hours and shifts would you prefer to work? \_\_\_\_\_

What days/times are you **not** able to work? \_\_\_\_\_

Are you willing to work overtime? **Y / N** Weekends? **Y / N** Holidays? **Y / N**

Have you ever worked here before? **Y / N** Is yes, name used and dates of employment:

\_\_\_\_\_

List any friends/relatives working for Forks and Corks: \_\_\_\_\_

Have you ever been fired or asked to resign from a company? **Y / N** If yes, please explain:

\_\_\_\_\_

Are you able to perform all tasks associated to the position you are applying with or without reasonable accommodations? **Y / N**

Please list any accommodations you might need: \_\_\_\_\_

\_\_\_\_\_

*Forks and Corks Catering considers all applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.*

**Education** *Circle the highest level achieved*

Freshman Sophomore Junior Senior

High School: \_\_\_\_\_

City, State: \_\_\_\_\_

Graduated: \_\_\_\_\_

Freshman Sophomore Junior Senior

College: \_\_\_\_\_

City, State: \_\_\_\_\_

Graduated: \_\_\_\_\_

Degree: \_\_\_\_\_

**Work History** *Begin with most recent*

Company: \_\_\_\_\_ City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Describe job responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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

May we contact this employer?: **Y / N**

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Company: \_\_\_\_\_ City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Describe job responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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

May we contact this employer?: **Y / N**

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Company: \_\_\_\_\_ City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Describe job responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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

May we contact this employer?: **Y / N**

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Please describe any additional skills relevant to job you are applying [OLCC, Food Handlers Card, software, etc.]:  
\_\_\_\_\_  
\_\_\_\_\_

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