



EMPLOYMENT APPLICATION

Last Name Initial	First Name	Middle	Today's Date	
Street/P.O. Box	Apt. #	City	State	ZIP Code
Day Phone No.	Evening Phone No.	Social Security Number		Expected Hourly Pay Rate
Do you have reliable transportation to and from work during our hours of operation? Yes No		Are you applying for a full-time or part-time position? Full-Time Part-Time		How many hours per week do you want to work? Minimum _____ Maximum _____
Position Applying For:				
Server	Host/Hostess	Kitchen Prep		Busser
Bartender	Cook/Line Cook	Dishwasher		

Question:	Yes	No
1. If hired, can you submit documents to prove your legal right to work in the U.S.?		
2. Are you of legal age to serve alcoholic beverages (age requirements may vary by state)?		
3. We do not permit smoking in the restaurant while on duty. Are you willing to comply?		
4. Zensai does not tolerate drug use by employees before or during work. Are you willing to comply?		
5. Up to 50 lbs. of lifting several times a day is an essential function of kitchen positions. Are you willing and able to comply with this requirement?		
6. Being on your feet for 6-9 hours at a time is a requirement in dining room positions. Are you willing and able to comply with this requirement?		
7. We may train on days you have other obligations. Are you willing to reschedule your plans to come to training?		
*8. Do you have any schedule obligations (e.g., annual trips, vacations, weddings, reserve duty, or holidays) coming up that we need to know about?		
**9 *Have you been convicted of a felony that has not been annulled, expunged or sealed by the court? (<i>Conviction will not necessarily disqualify an applicant from employment, but will be considered in the context of the entire application and position(s) applied for.</i>)		
*10. Would you be willing to work flexible hours (including weekends)?		
*11. Are you willing to work holidays?		
12. We have specific requirements for personal appearance for both the dining room and kitchen: clean, proper work apparel, no excessive jewelry or makeup, and good general hygiene. Are you willing to comply with these requirements?		

13. How many jobs have you had in the past year? _____ Past two years? _____

14. What were the circumstances for leaving each job? _____

15. What is the minimum amount you need to earn? \$_____ /week \$_____ /month

*16. What commitments do you have, or do you anticipate, that may affect your schedule? _____

*17. Please indicate any days you are regularly **unavailable**.

	MON	TUES	WED	THURS	FRI	SAT	SUN
NOT AVAILABLE							

18. If hired, what notice do you need to give your current employer?

19. When would you be available to start?

20. Why are you applying for a position with us?

*21. If offered a position with us, how long would you plan to remain with us?

*22. Please explain any specialized training or course work you have completed that relates to the position for which you are applying.

23. Under what circumstances would you not feel comfortable serving alcohol?

****You may omit any information indicating legally protected characteristics.***

Please complete the information requested below regarding your work history. Please do not write "See Resume."

EMPLOYMENT HISTORY

	Current or Most Recent Employer	Previous Employer	Previous Employer
NAME OF EMPLOYER			
ADDRESS/LOCATION			
MAY WE CONTACT THIS EMPLOYER? IF NO, PLEASE EXPLAIN.	Yes No	Yes No	Yes No
SUPERVISOR'S NAME			
PHONE NUMBER			
LENGTH OF EMPLOYMENT	From _____ To _____ Month/Year Month/Year	From _____ To _____ Month/Year Month/Year	From _____ To _____ Month/Year Month/Year
POSITION(S) HELD			
DESCRIPTION OF DUTIES AND RESPONSIBILITIES			
HOURLY PAY RATE	Start _____ Last _____	Start _____ Last _____	Start _____ Last _____
AVERAGE NUMBER OF HOURS WORKED PER WEEK			
REASON FOR LEAVING			

If employed, I hereby agree to abide by all policies and rules of Zensai Restaurant, including those addressing job-related appearance and grooming standards. I understand that these policies and rules may be amended or revised by Zensai Restaurant at any time and that nothing in this application creates, or will create, an express or implied contract of employment between Zensai Restaurant, and me. I understand that false, misleading, or omitted information in my application, resume, or interview(s) may result in discharge.

Signature

Date

Optional: Emergency Contact Information

Please list the person we should contact in case of an emergency.

Name: _____

Phone: _____

FOR ZENSAI'S OFFICE USE ONLY

CANDIDATE, PLEASE DO NOT WRITE ON THIS PAGE

Describe the following working conditions to the candidate:

How much trainees earn	Tip share	Teamwork expectations (Give example)
Non-smoking environment	Hours (early, late shifts)	Management team structure and tenure
Bussers do dishes	Possible cross-training	2-3 table stations

Review our benefits and background:

Meal program	Vacation policy	Pay every two weeks
Growth plans	Simple uniform	
Opportunity (cross-training, new restaurants, advancement)		

HOURLY EMPLOYMENT VERIFICATION

	Employment Verification #1	Employment Verification #2
Date of Employment Verification		
Conducted by		
Company		
Name of Supervisor		
Supervisor's Title		
Phone Number		
"Mr./Ms. (Name) has applied for employment with us. I would like to verify some of the information given to us. When did he/she work for your company?"	From: ____/____ Mo. Yr. To: ____/____ Mo. Yr.	From: ____/____ Mo. Yr. To: ____/____ Mo. Yr.
"Would you re-employ him/her?"	Yes No	Yes No
"What was his/her job with you?"		
"He/she says compensation was \$____. Is that correct?"	Yes No \$____	Yes No \$____
"Why did he/she leave your company?"		
"I would like to talk to another individual who worked closely with (Name). Who can you recommend and how can I contact him/her?"	Name Position Phone #	Name Position Phone #
Additional Comments		

Management Recommendation: Continue Discontinue _____ Manager _____ KM