

# EMPLOYMENT APPLICATION

Beijing House, LLC is committed to equal opportunity in employment. Consistent with this commitment, applicants are considered for employment and employees are treated during employment without discrimination based on age, race, creed, color, national origin, gender, disability, marital status, veteran status, sexual orientation, religion, military status, alienage or citizenship status or any other characteristic protected by applicable federal, state, or local law. Beijing House, LLC complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the Manager in order to arrange such accommodation.

**Please completely fill out this application. Failure to complete all sections may disqualify you from consideration for employment.**

## GENERAL

DATE OF APPLICATION: \_\_\_\_\_

NAME: \_\_\_\_\_

*Last Name*

*First Name*

*Middle Initial*

ADDRESS: \_\_\_\_\_

*Street*

*City, State*

*Zip*

PHONE:#: \_\_\_\_\_ MOBILE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

ARE YOU ABLE TO PROVIDE VERIFICATION OF YOUR CURRENT LEGAL AUTHORIZATION TO WORK IN THE U.S. FOR ANY EMPLOYER? YES  NO

(Proof of U.S. employment authorization status will be required within 3 days of hire)

IF YOU ARE A MINOR CAN YOU PROVIDE WORK AUTHORIZATION? YES  NO

ARE YOU OF A LEGAL AGE TO SERVE ALCOHOLIC BEVERAGES? YES  NO

ARE YOU ELIGIBLE TO RECEIVE ANY AND ALL LICENSES/PERMIT REQUIRED BY LAW TO PERFORM THE POSITION(S) FOR WHICH YOU ARE APPLYING? YES  NO

HAVE YOU BEEN CONVICTED OF ANY CRIMINAL OFFENSE OTHER THAN MINOR TRAFFIC VIOLATIONS WITHIN THE LAST SEVEN YEARS? YES  NO

IF YES, PLEASE DESCRIBE:

\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: A record of conviction will not necessarily bar you from employment. A criminal conviction will be considered only in relation to the job for which you are applying. The seriousness and nature of the offense, the time elapsed and rehabilitation will be taken into account. It is only necessary to include convictions that have not been expunged from the records.

HAVE YOU EVER BEEN TERMINATED FROM A JOB? YES  NO

IF YES, PLEASE

EXPLAIN: \_\_\_\_\_

## POSITION

ARE YOU SEEKING: FULL TIME  PART TIME  TEMPORARY

WHAT POSITION ARE YOU SEEKING: \_\_\_\_\_

AVAILABLE TO BEGIN WORK: IMMEDIATELY  OTHER DATE: \_\_\_\_\_

HOW DID YOU HEAR ABOUT Beijing House, LLC EMPLOYMENT:

NEWSPAPER  INTERNET  FRIEND REFERRED by \_\_\_\_\_  WALKED BY  RECRUITED

HAVE YOU EVER BEEN EMPLOYED BY Beijing House, LLC BEFORE? YES  NO

IF YES, WHEN: \_\_\_\_\_

CIRCLE DAYS / SHIFTS YOU ARE AVAILABLE TO WORK:

Mon AM      Tue AM      Wed AM      Thurs AM      Fri AM      Sat AM      Sun AM

Mon PM      Tue PM      Wed PM      Thurs PM      Fri PM      Sat PM      Sun PM

IF OFFERED THE JOB FOR WHICH YOU ARE APPLYING, ARE YOU ABLE TO PERFORM THE ESSENTIAL DUTIES OF THIS JOB WITH OR WITHOUT REASONABLE ACCOMMODATION? YES  NO

## EDUCATION & TRAINING

**EDUCATIONAL BACKGROUND:** Note: Collegiate and graduate educational history should be submitted only for those institutions accredited by an accrediting agency recognized by the federal or state department of education. If you are unsure of the accreditation of your educational institution, it must be noted on this application. Submitting degrees or coursework from a non-accredited institution will be considered a misrepresentation. Please note that we verify educational background.

SCHOOL NAME / CITY, STATE	DEGREE OR DIPLOMA RECEIVED (PLEASE NOTE GED OR OTHER EQUIVALENCY PROGRAM IF APPLICABLE)	MAJOR STUDIES
High School		
Undergraduate		
Graduate		
Other		

LIST ANY SPECIAL TRAINING RECEIVED THAT MIGHT BE RELEVANT TO THIS POSITION:

Special Training	From (Mo/Yr):	To (Mo/Yr):	Subject	Certificate

LIST ANY OTHER SPECIAL SKILLS, CERTIFICATES OR LICENSES YOU POSSESS WHICH ARE RELEVANT TO WORKING AT A FINE DINING RESTAURANT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY & EXPERIENCE

LIST YOUR EMPLOYERS, ASSIGNMENTS OR VOLUNTEER ACTIVITIES STARTING WITH YOUR MOST RECENT ONE. PLEASE EXPLAIN GAPS IN TIME IN EMPLOYMENT HISTORY. PLEASE INDICATE IF YOU WERE EMPLOYED UNDER A DIFFERENT NAME THAN THAT PROVIDED IN THIS APPLICATION. MILITARY EXPERIENCE MAY BE INCLUDED IF YOU OBTAINED SKILLS WHICH WOULD BE HELPFUL IN THE JOB FOR WHICH YOU ARE APPLYING.

**IMPORTANT: THIS SECTION MUST BE COMPLETED IN DETAIL. YOU MAY ATTACH YOUR RESUME IF YOU WISH, BUT REFERENCE TO A RESUME IS NOT A SUBSTITUTE FOR COMPLETING THIS SECTION.**

FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:
JOB TITLE:		TELEPHONE # & ADDRESS:
IMMEDIATE SUPERVISOR:		NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> NO <input type="checkbox"/> YES		
SALARY: Starting: Last:		REASON FOR LEAVING:

FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:
JOB TITLE:		TELEPHONE # & ADDRESS:
IMMEDIATE SUPERVISOR:		NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> NO <input type="checkbox"/> YES		
SALARY: Starting: Last:		REASON FOR LEAVING:

FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:
JOB TITLE:		TELEPHONE # & ADDRESS:
IMMEDIATE SUPERVISOR:		NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> NO <input type="checkbox"/> YES		
SALARY: Starting: Last:		REASON FOR LEAVING:

FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:
JOB TITLE:		TELEPHONE # & ADDRESS:
IMMEDIATE SUPERVISOR:		NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> NO <input type="checkbox"/> YES		
SALARY: Starting: Last:		REASON FOR LEAVING:

## CERTIFICATION & AUTHORIZATION

**Please read carefully before signing.**

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Beijing House, LLC to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My current and former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from the employer. I understand that any offer of employment by Beijing House, LLC is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history and background check. I understand that omitting material fact and/or providing false or misleading information or misrepresentations in my application, resume, or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be at will and I will not have a guarantee of employment for any specific period of time unless otherwise provided in a written employment agreement signed by the Beijing House, LLC and me. Beijing House, LLC is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

DATE: \_\_\_\_\_ APPLICANT'S SIGNATURE: \_\_\_\_\_