

RILEY STREET STATION: EMPLOYMENT APPLICATION

27 Riley Street ♦ East Aurora, NY 14052 ♦ 716-655-4948

Date of Application:

Position Applied For:

Full Name:

Last

First

Middle Initial

Social Security #

Address:

No.

Street

City

State

Zip Code

Contact Telephone #:

Cell Phone #:

Restaurant Experience: (Check all that apply)

Management Bartender Bar Back Doorman Waiter/Waitress Bus Boy/Girl Host/Hostess Cleaner/Maintenance

Chef / Head Cook Line Cook Short Order Cook Dishwasher Catering Banquets Bookkeeping/Inventory

Other Positions Held: _____

Are you able to provide verification of your current legal authorization to work in the U.S. for any employer? Yes No

If you are a minor can you provide work authorization? Yes No

Are you legal age to serve alcoholic beverages? Yes No

Do you have a driver's license? Yes No

Are you currently employed? Yes No

May we contact your current employer? Yes No

Name & Telephone Number of Current Employer: _____

Have you ever been convicted of any criminal offense other than minor traffic violations and or misdemeanors? Yes No

If Yes, please explain: _____

Employment Position & Availability:

Are you Seeking: Full Time Part Time Temporary/Seasonal

What Position are you seeking? _____

List days and shifts that you are available to work: (Check all that apply)

SHIFT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Lunch/Afternoon							
Dinner/Evening							
Night/Closing							

When are you available to start work? _____

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

How did you hear about Riley Street Station employment?

Newspaper Internet Visited as Customer Word of Mouth Recruited by _____ Referred by _____

Why have you chosen to work in the restaurant industry? _____

List three things that you believe are important in the food and beverage service industry from the employee's perspective:

1. _____ 2. _____ 3. _____

List three things that you believe are important in the food and beverage service industry from the customer's perspective:

1. _____ 2. _____ 3. _____

Education and Training Background:

School Name / City, State	Degree, Diploma or Equivalent Received	Majors Studied/ Years Completed	Year of Graduation
High School			
Undergraduate			
Graduate			
Trade or Vocational			

List any other special skills, experiences, certificates or licenses you possess which are relevant to working in the restaurant industry:

Employment History: (List previous three employers, starting with the most recent first)

1. Name, Address and Telephone of Employer: _____
Dates of Employment (Month & Year): From _____ To _____
Position(s) Held: _____
Job Responsibilities: _____
Reason For Leaving: _____

2. Name, Address and Telephone of Employer: _____
Dates of Employment (Month & Year): From _____ To _____
Position(s) Held: _____
Job Responsibilities: _____
Reason For Leaving: _____

3. Name, Address and Telephone of Employer: _____
Dates of Employment (Month & Year): From _____ To _____
Position(s) Held: _____
Job Responsibilities: _____
Reason For Leaving: _____

General Questions: (Please answer and initial each of the following questions)

- This application is your request to be employed at a Restaurant/Bar. Our business is opened every day including holidays. Are you willing and able to work as scheduled including weekends and holidays? Yes No _____
- Do you understand that you must collect all money owed for every food and drink item served – none are to be given away to your friends, and if you are found to be giving free drinks/food to friends your employment will be terminated immediately? ? Yes No _____
- Are you capable of monitoring and controlling a mixed crowd of patrons? Yes No _____
- Do you know how to check proof to verify patrons are of legal drinking age and do you agree to do so diligently? Yes No _____
- Are you aware that the bartenders and servers, as well as the business owner, can be held legally responsible for serving intoxicated or underage persons? Yes No _____
- Are you aware that if caught serving alcohol to minors, you will be arrested and forced to pay a fine of up to \$2,000? Yes No _____
- Are you willing to abide by all New York State Liquor Authority laws and regulations as outlined in the ABC law? Yes No _____
- Bartenders and Servers are not allowed to drink alcohol while working. Do you agree to abide by this regulation? Yes No _____
- Do you understand that you will be held accountable for any shortages in your cash drawer during your shift? Yes No _____
- Are you willing to maintain a clean back bar and server area and be responsible for leaving a neat orderly work area completely wiped down at the end of your shift? Yes No _____
- Do you understand that you are required to report to work for your scheduled shift? “Calling in sick” should be rare. Yes No _____
- Are you willing to backfill on the rare occasion when another employee calls in sick? Yes No _____

Character References: (List up to four persons not related to you whom you have known a t least one year.)

1. Reference Name: _____	3. Reference Name: _____
Affiliation to You: _____	Affiliation to You: _____
Contact Address/Phone #: _____	Contact Address/Phone #: _____
2. Reference Name: _____	4. Reference Name: _____
Affiliation to You: _____	Affiliation to You: _____
Contact Address/Phone #: _____	Contact Address/Phone #: _____

Certification & Authorization:

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Riley Street Station to investigate any information, including my employment history, educational background 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 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 if employed, my employment will be at will and I will not have a guarantee of employment for any specific period of time. Riley Street Station 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 laws.

Applicant Signature: _____ Date: _____

Interviewed by: _____ Date: _____