

<b>Name:</b> _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>First</span> <span>Last</span> </div>	<b>Application Date:</b> _____ <div style="text-align: right; font-size: small;">Month/Day/Year</div>
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### General Information

**What restaurant(s) are you interested in working at?**    Teahouse    Seasons    Cardero's    The Sandbar

**What position(s) are you interested in working in?**   1<sup>st</sup> Choice: \_\_\_\_\_   2<sup>nd</sup> Choice: \_\_\_\_\_

**What days are you available to work?**

<b>Day</b>	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
<b>Night</b>	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun

**How did you hear about us?**

Online: \_\_\_\_\_    Newspaper: \_\_\_\_\_    Posting: \_\_\_\_\_  

(where)
(where)
(where)

Sequoia Employee: \_\_\_\_\_    Other: \_\_\_\_\_  

(employee's name)

### Personal Information

<b>Address:</b> _____		<b>City:</b> _____
<b>Postal Code:</b> _____	<b>e-mail:</b> _____	
<b>Home Phone Number:</b> _____	<b>Other Phone Number:</b> _____	
<b>Are you legally entitled to work in Canada?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Social Insurance Number:</b> _____	
<b>Are you legally entitled to serve alcohol?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Serving It Right Certified Number:</b> _____	
<b>Are you FOODSAFE Certified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   (Level 1 certified is a condition of employment for Kitchen employees)		
<b>Have you previously been bonded?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, provide Bonding Company's name: _____		
<b>Have you ever been convicted of burglary, robbery, theft, larceny, fraud, or embezzlement?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain: _____		

### Work Experience (List current or most recent job first)

<b>Employer:</b> _____	<b>Position:</b> _____
<b>Manager's Name:</b> _____	<b>Employment:</b> From _____ To _____
<b>Manager's Phone #:</b> _____	<b>Rate of Pay:</b> \$ _____ per hr. or \$ _____ per mo.
<b>May we contact this manager?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Reason for leaving:</b> _____
<b>Employer:</b> _____	<b>Position:</b> _____
<b>Manager's Name:</b> _____	<b>Employment:</b> From _____ To _____
<b>Manager's Phone #:</b> _____	<b>Rate of Pay:</b> \$ _____ per hr. or \$ _____ per mo.
<b>May we contact this manager?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Reason for leaving:</b> _____

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Company Policies	
<b>Certification:</b>	All kitchen employees must have "FOODSAFE Basic Certification". All employees serving alcohol must provide a valid "Serving It Right Certificate" upon hiring.
<b>Employee Attitude:</b>	Positive energy and attitude creates new business, retains regular customers and helps co-workers execute efficiently. A positive attitude towards the company, the customer, co-workers and management is expected of all employees. A lack or absence of a positive attitude may result in termination.
<b>Media / Promotional Publications:</b>	Personal Information (name, image, photograph and performance) may be used in connection with any media or promotional publications for Sequoia Company of Restaurants. Personal information is collected and respected according to the <i>Freedom of Information and Protection of Privacy Act</i> . All Employees provide consent to use their name, image, photograph and performance without any payment.
<b>Parking:</b>	Employee parking is not provided at Sequoia Company of Restaurants. Parking is not allowed directly in front or behind restaurants. Employee's cars must be parked at a distance from the restaurant to ensure customers have easy access to parking.
<b>Representing Your Company:</b>	When an employee speaks or takes action on behalf of Sequoia Company of Restaurants, they must take into consideration the company's policies and practices. All communication must be done in a professional manner, avoiding negative actions such as assuming, gossiping, speaking ill of the work place, co-workers, peers and/or customers.
<b>Training &amp; Development:</b>	All new employees MUST complete their assigned training path within the designated timeframe. <i>Note:</i> The entire training path must be completed before an employee is given regular shifts. While Sequoia Company of Restaurants provides employee training and development it is the responsibility of each individual to initiate their own learning and development. Continuous learning and self-improvement is a condition of employment.
<b>Uniforms:</b>	Employee must arrive to their shift well-groomed and in the position's required uniform; clean and pressed. Should an employee arrive to work without their required uniform items and/or the item(s) are not in a satisfactory state, disciplinary action will be taken. All uniform items must be returned when employment is terminated with Sequoia Company of Restaurants.
<b>Vacation:</b>	Vacation is not permitted during the busy times between April 15th and October 15th and between December 1st and January 2nd. The company requires that all employees register their vacation requests with management for inclusion on the annual vacation block sheet.

I have read, understand and agree to comply with the above Sequoia Company of Restaurant policies.  
I certify that all the statements on this application are true and complete. I understand and agree that a false statement or omission of facts may disqualify me from employment or result in dismissal. I further understand that if hired my employment will start with a probation period. I agree to abide by all existing rules and regulations.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

20/6/2014