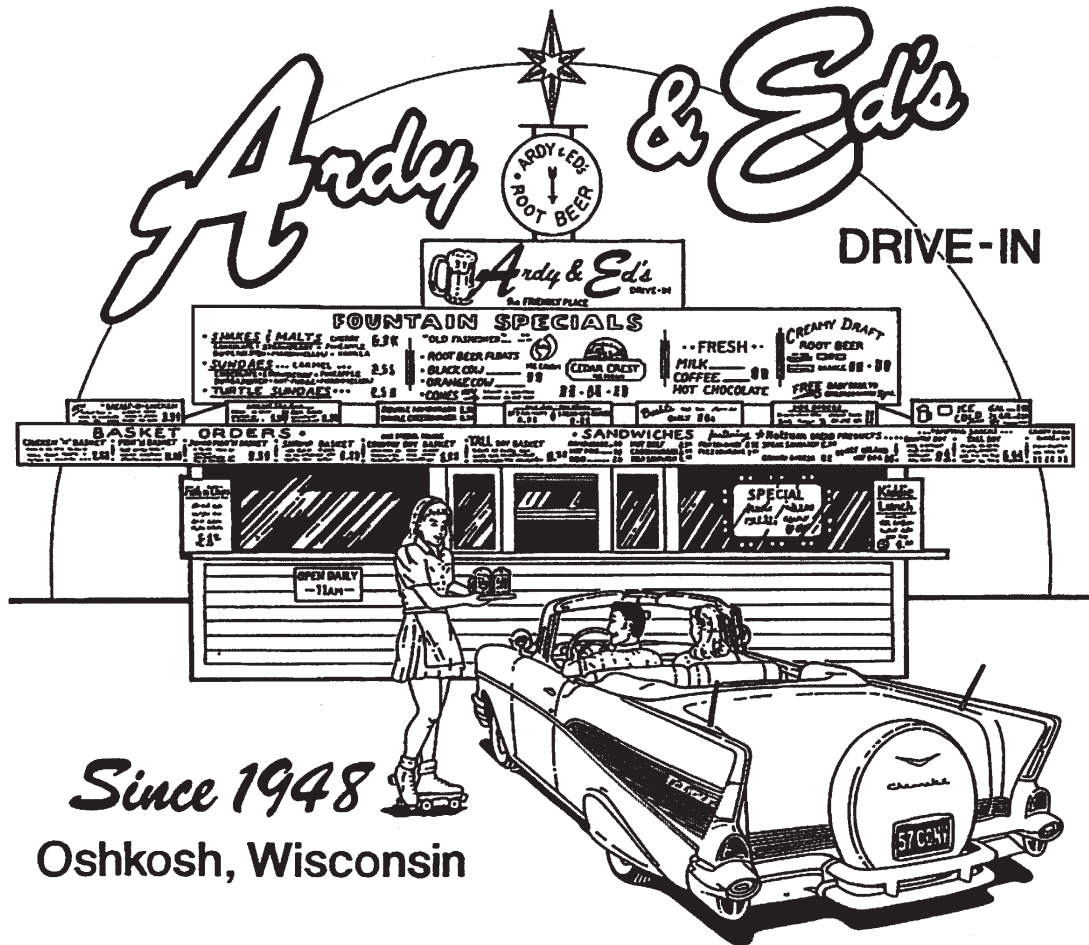


# Welcome To



## Employment Application

Thank you for applying for employment at Ardy & Ed's Drive In. Since 1948 we've taken great pride in providing delicious, made to order meals, Creamy Draft Root Beer and the finest ice cream products to our customers from Oshkosh and around the world. We are well known for our friendly and attentive service to our guests, as well as maintaining an immaculately clean facility at all times.

We are proud to be able to accomplish this with great personnel, who maintain the tradition of great service year after year !

## Appearance & Grooming Guidelines

As a staff member of Ardy & Ed's Drive In, it is important that you understand and agree with our high standards of personal appearance. These appearance and grooming guidelines are very important to us. For you to be part of our staff, you need to understand, agree and follow these guidelines.

At Ardy & Ed's Drive In, personal grooming and hygiene mean more than just looking clean; they mean being sanitary and germ-free. Personal grooming directly affects the way our customers feel about the quality and cleanliness of our restaurant. Your personal cleanliness is very important because you are working with food products.

Some of the appearance guidelines we follow are:

- Perfumes and colognes must be used sparingly.
- Fingernails must be neatly trimmed and of a length that does not hinder job performance.
- No gum chewing is allowed during working hours.
- Some jewelry is permissible; however it must be limited for safety reasons. Female employees are allowed to wear earrings during work, but they should not dangle from the ear. Male employees are not allowed to wear earrings during work. Rings other than wedding bands are not recommended. A watch may be worn.
- Hickeys and Tattoos cannot be visible. They must be able to be completely covered by the appropriate uniform for your position or you will not be scheduled a shift.
- Women's Hair: Must be clean, styled away from the face and neatly trimmed.
- Men's Hair: Must be clean, cut above the collar, styled away from the face and neatly trimmed. A clean shaven appearance is required. Mustaches and beards are allowed; however they must be neat and clean. Mustaches should not pass the corners of the mouth or overlap the upper lip.
- Makeup should be natural looking and not over-done.
- The use of extremes in hair dyeing, bleaching, tinting, frosting or streaking is not acceptable. Dyed hair should be all one natural color.

## Availability Information

(Please provide us with some information on your availability to work)

- School Schedule:
- Extra-Curricular Schedules:
- Family Schedules:
- Other Employment:

POSITION APPLIED FOR
DATE

# APPLICATION FOR EMPLOYMENT

*(Please answer all questions)*

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

FOR OFFICE USE ONLY
DATE STARTED
EMPLOYEE NUMBER
DEPARTMENT Kitchen Bar Dining Room Other

**NOTICE: Applicant should read the following information carefully** before filling out any of the questions on this form. We are an equal opportunity employer and fully subscribe to the principles of equal opportunity. It is our policy to seek and employ the best qualified personnel in all positions without regard to race, color, religion, age, sex, disability, national origin or any other basis made unlawful by either state or federal law. It is our policy to comply with all federal and state employment statutes. Information requested on this application will not be used for any purpose prohibited by law.

NAME: LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

PRESENT ADDRESS CITY STATE ZIP CODE

( ) How long have you lived at the above address? \_\_\_\_\_

PHONE

Are you 18 years old or older?  Yes  No If not, state date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

If under age 18, how many hours per week are you employed elsewhere? \_\_\_\_\_ hours

Have you had any name changes this employer should know about in order to verify job or education history?  Yes  No Previous Name \_\_\_\_\_

Do you have transportation to and from work?  Yes  No Are you authorized to work in the U.S.?  Yes  No

Position applied for? \_\_\_\_\_ Date you can start \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary desired \_\_\_\_\_

Are you applying for  Full Time  Part Time  Temporary  Days Only  Nights Only  Days/Nights

Who recommended you for this position? \_\_\_\_\_

## EDUCATION

SCHOOLING	NAME AND ADDRESS OF SCHOOL	GRADE or DEGREE COMPLETED	GRADUATE		
			YES	NO	
High School					
College or University					
Others (Specify)					
Military Service Schools Attended					
Military Service Record	War Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch	From: (Date)	To: (Date)	Highest Grade

### PLEASE CHECK THE KIND OF WORK YOU HAVE DONE:

- |                                      |   |   |  |
|--------------------------------------|---|---|--|
| <input type="checkbox"/> Bartender   | <input type="checkbox"/> Dietitian            | <input type="checkbox"/> Pastry Cook    | <input type="checkbox"/> Wait Staff              |
| <input type="checkbox"/> Bookkeeper  | <input type="checkbox"/> Dishwasher           | <input type="checkbox"/> Porter         | <input type="checkbox"/> Wait Staff-Arm Service  |
| <input type="checkbox"/> Bus Person  | <input type="checkbox"/> Food Prep Technician | <input type="checkbox"/> Pot Washer     | <input type="checkbox"/> Wait Staff-Tray Service |
| <input type="checkbox"/> Carver      | <input type="checkbox"/> Fountain             | <input type="checkbox"/> Salad          |  |
| <input type="checkbox"/> Chef        | <input type="checkbox"/> Host or Hostess      | <input type="checkbox"/> Sandwiches     |  |
| <input type="checkbox"/> Cook        | <input type="checkbox"/> Kitchen Helper       | <input type="checkbox"/> Stenographer   |  |
| <input type="checkbox"/> Cook Helper | <input type="checkbox"/> Manager              | <input type="checkbox"/> Typist         |  |
| <input type="checkbox"/> Counter     | <input type="checkbox"/> Pantry               | <input type="checkbox"/> Vegetable Cook |  |

-CONTINUED ON REVERSE SIDE-

# PREVIOUS RESTAURANT EXPERIENCE

(LIST BELOW YOUR LAST FOUR EMPLOYERS, STARTING WITH MOST RECENT ONE FIRST)

EMPLOYMENT - Last Company First	COMPANY BUSINESS	YOUR POSITION	IMMEDIATE SUPERVISOR	TITLE	EMPLOYMENT DATES	YEARLY SALARY	REASON FOR LEAVING
1) Company Name ..... Address ..... ..... Phone .....					Date Started	Salary	
					Date Left	Salary	

**Job Duties**

1) Company Name ..... Address ..... ..... Phone .....					Date Started	Salary	
					Date Left	Salary	

**Job Duties**

1) Company Name ..... Address ..... ..... Phone .....					Date Started	Salary	
					Date Left	Salary	

**Job Duties**

1) Company Name ..... Address ..... ..... Phone .....					Date Started	Salary	
					Date Left	Salary	

**Job Duties**

Are there any job duties that you would be unable to perform? \_\_\_\_\_

is there anything we could do to accommodate you so you could perform all the required job duties? \_\_\_\_\_

Have you ever applied to this company before?     Yes     No    If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

Are you now employed?     Yes     No    Telephone number \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY – (NAME, ADDRESS, PHONE) RELATIONSHIP, IF ANY**

1. I authorize investigation of all statements contained in this application.
2. I understand that misrepresentation or omission of facts called for is cause for dismissal and that my employment is substantially dependent on truthful answers to the forgoing inquiries.
3. I have read these statements and answers to these inquiries.    Yes     No

Date \_\_\_\_\_ Signature \_\_\_\_\_



A service of Wisconsin Restaurant Association • Madison, WI