

NEWICK'S APPLICATION FOR EMPLOYMENT (PRE-EMPLOYMENT QUESTIONNAIRE)

Newick's is an equal opportunity employer, and does not discriminate against applicants or employees on the basis of race, color, sex, sexual orientation, religion, marital status, national origin, age, veteran status, physical or mental disability or any other characteristic protected by applicable law. All employment decisions shall be made consistent with the principles of equal employment opportunity. Newick's provides reasonable accommodations to otherwise qualified applicants and employees with disabilities, absent undue hardship to the Company.

EMPLOYMENT

Date _____

POSITION DESIRED: _____

DATE YOU

SALARY

LOCATION DESIRED: DOVER CONCORD OTHER
(Circle all locations that you want to be considered for)

CAN START: _____

DESIRED: \$ _____

PERSONAL INFORMATION

- - () - () -

NAME LAST FIRST MIDDLE SOCIAL SECURITY NUMBER PHONE NUMBER CELL NUMBER

PRESENT ADDRESS STREET CITY STATE ZIP

PERMANENT ADDRESS STREET CITY STATE ZIP

ARE YOU 18 YEARS OR OLDER? YES NO ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? YES NO

IN CASE OF EMERGENCY, NOTIFY: _____
NAME ADDRESS CITY STATE ZIP PHONE NUMBER

ARE YOU EMPLOYED NOW? YES NO MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO HAVE YOU EVER APPLIED TO NEWICK'S BEFORE? YES NO WHEN? _____ WHERE? _____

HOW DID YOU HEAR ABOUT NEWICK'S EMPLOYMENT?
___ job ad in (_____) ___ referred by employee(_____) ___ online ___ I dine at Newick's ___ other(_____)

EMPLOYMENT HISTORY

FORMER EMPLOYERS (LIST BELOW YOUR EMPLOYERS IN THE LAST 10 YEARS, STARTING WITH MOST RECENT ONE FIRST, ALSO INCLUDE ANY OTHER EMPLOYERS MORE THAN 10 YEARS AGO WHERE YOU HAD SPECIFIC EXPERIENCE YOU WOULD LIKE CONSIDERED)

DATE MONTH & YEAR	EMPLOYER	SALARY	POSITION HELD	REASON FOR LEAVING	SUPERVISOR NAME & PHONE NUMBER
FROM: TO:	NAME: ADDRESS:				
FROM: TO:	NAME: ADDRESS:				
FROM: TO:	NAME: ADDRESS:				
FROM: TO:	NAME: ADDRESS:				
FROM: TO:	NAME: ADDRESS:				
FROM: TO:	NAME: ADDRESS:				
FROM: TO:	NAME: ADDRESS:				
FROM: TO:	NAME: ADDRESS:				

WHICH OF THESE JOBS DID YOU LIKE BEST? _____ WHY? _____

EDUCATION	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
Grammar School				
High School				
College				
Trade, Business or Other Schools				

GENERAL

SUBJECTS OF SPECIAL STUDY OR SPECIAL SKILLS _____

ACTIVITIES (CIVIC, ATHLETIC, BUSINESS AFFILIATIONS/ORGANIZATIONS)

(Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members)

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR:

NAME	ADDRESS	BUSINESS	PHONE NUMBER	YEARS ACQUAINTED
1.				
2.				
3.				

HAVE YOU EVER SERVED IN THE ARMED FORCES? YES NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME, OTHER THAN A MINOR TRAFFIC VIOLATION, THAT HAS NOT BEEN ANNULLED BY A COURT? YES NO If yes, please explain in detail, including the nature of the crime(s), the date of conviction(s), and the sentence(s) imposed. Conviction of a crime is not an automatic bar to employment. _____

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THE APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME."

I EXPRESSLY AUTHORIZE, WITHOUT RESERVATION, THE COMPANY, IT'S REPRESENTATIVES, EMPLOYEES OR AGENTS TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, PUBLIC AGENCIES, LICENSING AUTHORITIES, AND EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF ALL INFORMATION PROVIDED BY ME IN THIS APPLICATION, RESUME, OR JOB INTERVIEW. I HEREBY WAIVE ANY AND ALL RIGHTS AND CLAIMS I MAY HAVE REGARDING THE EMPLOYER, ITS AGENTS, EMPLOYEES OR REPRESENTATIVES, FOR SEEKING, GATHERING AND USING TRUTHFUL INFORMATION IN A LAWFUL MANNER IN THE EMPLOYMENT PROCESS AND ALL OTHER PERSONS, CORPORATIONS, OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION ABOUT ME. I AUTHORIZE THE COMPANY TO VERIFY THE ACCURACY OF ALL STATEMENTS CONTAINED IN THIS APPLICATION AND TO OBTAIN REFERENCE INFORMATION ON MY WORK PERFORMANCE. I HEREBY RELEASE THE COMPANY FROM ANY AND ALL LIABILITY OF WHATEVER KIND AND NATURE WHICH, AT ANY TIME, COULD RESULT FROM OBTAINING AND HAVING AN EMPLOYMENT DECISION BASED ON SUCH INFORMATION.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT IS AT WILL AND THUS IT CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANYTIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S CEO, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE CEO, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

APPLICANT SIGNATURE: _____

DATE: _____

**NEWICK'S
EMPLOYMENT AVAILABILITY FORM**

The following are typical types of skills that we are seeking to fill various positions at Newick's. Please circle those positions you would like to be considered for and circle the years of experience you have in that type of work, if any. Also, indicate additional skills or experience pertinent to the job circled on the line below the position that you would like us to consider.

Prior Work Experience

Waitstaff	None	<6 mos.	6-12 mos.	1-2 years	>2 years
Cook (indicate what type of cook, such as fry cook, line cook, prep cook that you've done):	None	<6 mos.	6-12 mos.	1-2 years	>2 years
Cashier/Retail/Gift	None	<6 mos.	6-12 mos.	1-2 years	>2 years
Host	None	<6 mos.	6-12 mos.	1-2 years	>2 years
Bartender	None	<6 mos.	6-12 mos.	1-2 years	>2 years
General (May include busperson, dishwasher, runner, etc).	None	<6 mos.	6-12 mos.	1-2 years	>2 years
Other (indicate other job title here):	None	<6 mos.	6-12 mos.	1-2 years	>2 years
Management	None	<6 mos.	6-12 mos.	1-2 years	>2 years

(indicate if you have had the following responsibilities in prior positions):

Inventory stocking and counting:	yes	no
Purchasing food or supplies:	yes	no
Opening & closing:	yes	no
Scheduling employees:	yes	no
Vendor contact & negotiation:	yes	no
Customer Service:	yes	no
Payroll & timekeeping:	yes	no
Aloha point of service system:	yes	no
Supervision of employees:	yes	no
Training of employees or managers:	yes	no

Other skills or information you would like us to consider when reviewing your application:

Why do you want to work at Newick's, and what do you feel are your strengths that will help you succeed in the position(s) you are applying for?

AVAILABILITY

Newick's is open 7 days a week, including all holidays except Thanksgiving and Christmas Day. If you are hired, you will be expected to work whatever shifts and days you are scheduled for to maintain exceptional service to our customers. While we do try to provide flexibility of work schedules to accommodate employee's needs, shifts and hours are not guaranteed.

Apart from absence for religious observance, please specify (circle) all shifts and days that you are available for work:

Sun am	Mon am	Tues am	Wed am	Thu am	Fri am	Sat am
Sun pm	Mon pm	Tues pm	Wed pm	Thu pm	Fri pm	Sat pm
Other: _____						

Normally AM shifts start around 9:30-10:30 am and go until around 4:00 pm, Pm shifts start around 3:45 and go until close (varies 8:30 – 10:30 pm); however, certain positions or times of year may require different hours. Also, if business is slow on a particular day, your shift may be cancelled or ended earlier than originally scheduled.

INTERVIEW SUMMARY

*****FOR MANAGEMENT USE ONLY*****

Applicant Name: _____

Date: _____

Reviewed by: _____

Comments: _____

Neatness: _____ **Ability:** _____

Interviewed By: _____ **Date:** _____
Position(s) interviewed for: _____
Comments: _____

Outcome: ___ **Refer for further interview**
 ___ **Follow up** _____
 ___ **Hired**
 ___ **Not Hired**
 ___ **Other** _____

Interviewed By: _____ **Date:** _____
Position(s) interviewed for: _____
Comments: _____

Outcome: ___ **Refer for further interview**
 ___ **Follow up** _____
 ___ **Hired**
 ___ **Not Hired**
 ___ **Other** _____

Interviewed By: _____ **Date:** _____
Position(s) interviewed for: _____
Comments: _____

Outcome: ___ **Refer for further interview**
 ___ **Follow up** _____
 ___ **Hired**
 ___ **Not Hired**
 ___ **Other** _____

**VOLUNTARY EQUAL OPPORTUNITY QUESTIONNAIRE
(OPTIONAL - THIS FORM IS NOT REQUIRED)**

POSITION APPLIED FOR: _____

DATE: _____

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, veteran status or disability. We invite you to complete the optional self-identification fields below used for compliance with government regulations and record-keeping guidelines. Any information you provide will be kept confidential and will not be used in employment decisions. If you choose not to answer any of these questions, you will not be subject to any adverse treatment. However, if you choose not to "self-identify", we are required under federal regulations to maintain race, sex, handicap and veteran information on the basis of visual observation or personal knowledge.

Gender:

- Male
- Female

Race:

- Asian
- Native Hawaiian or other Pacific Islander
- American Indian/Native Alaskan
- Black
- Hispanic/Latino
- White
- Two or more races
- Other

Veteran:

- None
- Other War Veteran
- Special Disabled Veteran
- Vietnam War Veteran

Disability:

- Disabled according to the Americans with Disabilities Act
- Not disabled according to the Americans with Disabilities Act

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FOR MANAGEMENT USE ONLY:

If the applicant does not self-identify, please indicate by visual observation the race and gender and initial here: _____

NOTE: THIS FORM IS TO BE DETACHED FROM ORIGINAL EMPLOYMENT APPLICATION AND GIVEN TO HR FOR CONFIDENTIAL FILING AND RECORDKEEPING.