



## APPLICATION FOR EMPLOYMENT

All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, national origin or ancestry, age, disability, sex, or any other characteristic protected by applicable federal, state, or local law, rule, regulation or ordinance. Siena Restaurant Group shall make a reasonable accommodation for an applicant or employee with a disability unless the accommodation would impose an undue hardship on the operation or business. You may omit references to organizations that might indicate your race, color, religion, national origin or ancestry, age, disability, sex or any other characteristic protected by federal, state or local law, rule, regulation or ordinance.

This application includes: Education Verification, Employment Verification, and Social Security Number Check.

<b>Position Applied For:</b>	<b>Location:</b>	<b>Current Compensation:</b>	<b>Date of Application:</b>

### APPLICANT INFORMATION

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>
<b>Current Address</b>		<b>City, State</b>
		<b>Zip Code</b>
<b>Telephone Number (Cell):</b>		<b>Home:</b>
<b>Social Security Number:</b>	<b>Date of Birth:</b>	<b>Email Address:</b>
<b>Referred by:</b>		

### EDUCATION

(All formal education including US military schools)

Institution and Location (City, State)	Graduated	Degree Received	Areas of Study
High School	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Undergraduate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Graduate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Military/Technical	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Other	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Skills:</b>			

## PROFESSIONAL EXPERIENCE

<b>Employer:</b>	<b>Dates Employed:</b> From:                      To:	<b>Job Title &amp; Major Responsibilities:</b>
<b>Address:</b>		
<b>Telephone Number (including Area Code):</b>		<b>Salary:</b> Starting:                      Ending:
<b>Reason for Leaving:</b>		

<b>Employer:</b>	<b>Dates Employed:</b> From:                      To:	<b>Job Title &amp; Major Responsibilities:</b>
<b>Address:</b>		
<b>Telephone Number (including Area Code):</b>		<b>Salary:</b> Starting:                      Ending:
<b>Reason for Leaving:</b>		

<b>Employer:</b>	<b>Dates Employed:</b> From:                      To:	<b>Job Title &amp; Major Responsibilities:</b>
<b>Address:</b>		
<b>Telephone Number (including Area Code):</b>		<b>Salary:</b> Starting:                      Ending:
<b>Reason for Leaving:</b>		

## PROFESSIONAL REFERENCES

List three (3) former supervisors or peers familiar with your work (exclude relatives).

	Name	Occupation	Company/Address	Telephone
1				
2				
3				

**AVAILABILITY**

<b>How many hours do you want to work weekly?</b>	
Minimum: _____	Maximum: _____
<b>How many days do you want to work weekly?</b>	
Minimum: _____	Maximum: _____
<b>Please check which location(s) you are willing to work at?</b>	
Providence: <input type="checkbox"/>	East Greenwich: <input type="checkbox"/> Smithfield: <input type="checkbox"/>
<b>Date available to start:</b>	<b>Do you have transportation?</b>
	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Please “X” out the times that you are **NOT** available to work in the table below:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Example:
8-9 am								X
9-10 am								X
10-11am								X
11-12pm								X
12-1pm								
1-2 pm								
2-3 pm								
3-4 pm								
4-5 pm								
5-6 pm								
6-7 pm								
7-8 pm								
8-9 pm								
9-10 pm								X
10-11pm								X
11-12pm								X

**Please list other restrictions and/or upcoming time off requests below (i.e. Weddings, vacations)**

## EMPLOYMENT INFO

<b>May we contact your present employer at this time?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Are you related to anyone currently or previously employed with us?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, who and what is your relationship to them?</b>
<b>Are you a US Citizen?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If not, do you have legal status to work in the United States?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

## APPLICATION ACKNOWLEDGEMENT

**I attest** that the above information is accurate, complete and true to the best of my knowledge. I understand that this information will be used by Siena Restaurant Group to determine eligibility for employment. I understand that falsifications, misstatements or omissions of the above information may result in disqualification from further consideration or termination of employment.

**I authorize** Siena Restaurant Group to conduct investigations in which information may be obtained through personal interviews with business associates, personal acquaintances, financial sources and other third parties regarding my employment history, credentials, character, and credit background, and to obtain any relevant information (including a criminal background check) needed to make an employment decision. The undersigned in connection with this application, authorizes all corporations, credit agencies, educational institutions, persons, law enforcement agencies, military services and former employers to release information that may have about me to Siena Restaurant Group and its agents and releases them from a liability or responsibility from doing so. Further, I authorize the procurement of an investigation consumer/report/motor vehicle report and understand that such reports may contain information about my background, character and personal reputation. I understand that this notice also applies to any future update reports requested.

**I give** my permission to Siena Restaurant Group to verify my employment references.

**I release** Siena Restaurant Group and any individual or entity providing information to Siena Restaurant Group from all ability for any damages from the disclosure of the information obtained in this application.

**I understand and agree** that nothing contained in this employment application or in granting as interview creates an employment contract between Siena Restaurant Group and me for either employment or the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that unless otherwise defined by applicable law, any relationship with Siena Restaurant Group is of an **“at will”** nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that the **“at will”** employment relationship may not be charged by any written document or by conduct unless such a change is specifically acknowledged in writing by the President of Siena Restaurant Group.

**I understand and agree** that this application is a continuous document, and should any information which I have supplied herein change; I am obligated to notify Siena Restaurant Group of such change immediately.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_