

# Burgundy Basin

## APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ SSN: \_\_\_\_\_

Are you over the age of 18? Yes \_\_\_ No \_\_\_

If you are a minor, can you produce the work certificate(s) necessary to obtain employment? Yes \_\_\_ No \_\_\_

Are you a citizen of the United States? Yes \_\_\_ No \_\_\_

Are you able to provide verification of your legal right to work in the US? Yes \_\_\_ No \_\_\_

*(Verification and completion of the I-9 form must be submitted not later than 3 business days after the date of hire)*

Have you ever applied to the Burgundy Basin before? Yes \_\_\_ No \_\_\_

If yes, when? \_\_\_\_\_: Were you offered a position? Yes \_\_\_ No \_\_\_

Which of the following positions are you interested in applying for: (check all that apply)

Dishwasher \_\_\_ Bus Person \_\_\_ Prep Cook \_\_\_ Line Cook \_\_\_

Maintenance \_\_\_ Wait Staff \_\_\_ Bartender \_\_\_ Other \_\_\_\_\_

What is your availability? Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_ / Prefer AM \_\_\_ or PM \_\_\_

Please list any weekly or monthly obligations that might limit your availability:

Are you able to perform the essential functions of your job (with or without accommodation)? Yes \_\_\_ No \_\_\_

Please identify any essential functions you are NOT able to perform:

Have you ever been convicted of a felony or crime that is related to the functions or qualifications of the position for which you are applying? Yes \_\_\_ No \_\_\_

### PREVIOUS WORK EXPERIENCE (Please list most current work experience first)

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### **Please list 3 personal or professional references whom we may contact regarding your character:**

Name of Reference: \_\_\_\_\_ Relation to You: \_\_\_\_\_ Best Method of Contact: \_\_\_\_\_  
Name of Reference: \_\_\_\_\_ Relation to You: \_\_\_\_\_ Best Method of Contact: \_\_\_\_\_  
Name of Reference: \_\_\_\_\_ Relation to You: \_\_\_\_\_ Best Method of Contact: \_\_\_\_\_

### AFFIDAVIT

I certify that all the information I have provided on this application is a complete and accurate statement of the facts. I understand that any misrepresentation, omission, or falsification of the information herein by me is grounds for disqualification or dismissal. I hereby authorize the Burgundy Basin to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

I have read the opposite side of this form. If hired by the Burgundy Basin, I agree to abide by the rules and regulations, which are subject to change. I also understand that, if I am hired by the Burgundy Basin, I am employed "at will," which means that my employment is not contractual and may be terminated by either party at any time, for any reason.

AFFIANT/APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Burgundy Basin

## APPLICATION FOR EMPLOYMENT

### Mission Statement

The mission of the Burgundy Basin is to provide each guest with the best overall experience possible by serving high quality food and beverages, emphasizing a culture that stresses courtesy and professionalism, maintaining a clean and welcoming facility, and competitively pricing our products and services.

### Burgundy Basin History and Tradition

The Burgundy Basin was established by Carl Arena Sr. in 1956. In 1973, the business was passed on to his two sons, Joe and Carl Arena Jr., who expanded and grew the Burgundy into the banquet facility that exists today. In 2006, Carl R. Arena and Michael J. Clarcq became the third generation to carry on the family tradition. As a member of the Burgundy Basin team you will be asked to carry on a tradition of service excellence that has been maintained for over 50 years by past and present team members. It is our expectation that you will assist us in maintaining a level of service that has made us one of the most popular and successful banquet facilities in our area.

### Personal Conduct and Appearance

When you come to work at the Burgundy Basin, you become a representative of the business and our tradition of excellence. Any time you interact with a guest, you will be expected to behave and dress in an appropriate manner.

It is important for you to be aware of the way you conduct yourself in the presence of the guests. Simple manners, such as "please" "thank you" and "you're welcome" will make a significant impression on our guests. Other gestures, such as eye contact, smiling, and initiating conversation show them that they are uniquely special to you. Always seek to fulfill guest needs immediately or find another team member who can. Lastly, try to anticipate guests' needs ahead of time. This type of service will enhance your reputation as a professional and the guest's experience on the whole.

Your overall look sends a message to the guests and begins to form their perception of our business. We strive for a clean, formal, yet natural look from our team members. Specific uniforms are required of each employee, and are outlined in the training manual for each department.

The general appearance policy for all departments is as follows:

- ✓ You must be clean-shaven or have neatly groomed and trimmed facial hair.
- ✓ Your hair must NOT come into contact with food. Long hair (past the chin) must be restrained, off the collar, as per Monroe County Health Dept guidelines.
- ✓ You may NOT wear facial jewelry of any kind. This includes, but is not limited to, eyebrow piercing, tongue studs, and nose rings. Earrings must be small (not dangling) and are limited to three per lobe.
- ✓ You must conceal any tattoos under clothing or bandages.
- ✓ Your make-up should appear natural and not overdone. Your nails should be well groomed and you may wear polish in the following shades: red, pink, white, or clear.

We ask you to adhere to these policies to make our guests comfortable. If you have any questions, please feel free to ask your team leader.