

MONTH____DATE____YEAR____

LAST NAME

FIRST NAME

MIDDLE INITIAL



What Position are you applying for?
(Please circle one)

Bartender Server Assistant Carryout Cook Server
 Delivery Driver Dishwasher Host/Hostess Maintenance

The Bertucci's Restaurant is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.

Telephone #:

Alternate Phone or Cell #:

Email Address: PRINT CLEARLY

Present Address: _____

How long have you lived here? _____

#, Apt or Unit, Street, City/State / Zip

Years / Months

Permanent Address: _____

How long have you lived here? _____

#, Apt or Unit, Street, City/State / Zip

Years / Months

Previous Address: _____

How long have you live there? _____

#, Apt or Unit, Street, City/State / Zip

Years / Months

Have you ever worked for Bertucci's before? YES NO

If yes where and when? _____

Are you legally authorized to work in the US and can you provide the proper documents?

YES NO **Please note:** Bertucci's uses the Federal SSA Number Verification process for all Newly Hired Employees.

If under the age of 18 can you provide the necessary work certificate at the time of employment?

YES NO Type of employment desired? FULL- TIME PART-TIME

(if PART-TIME specify # of Hours) _____

The date you are available to start working?

Education	School Name and Location	Course of Study	Graduate?	# of Years Completed	Degree/Major
High School					
College					
Business/ Technical or Post College					



Work Experience:
 (Begin with most recent employer, including volunteer positions.)

EMPLOYER NAME:

Address	Type of Business	Telephone #	Dates of employment (month and year)	Your position and duties
Name of Immediate Supervisor	May we contact Yes or No- if no why?	Wages Starting	Wages Final	Reasons for leaving
		\$	\$	
What will your employer say was the reason your employment terminated		How much notice did you give when resigning? If none, explain.		

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Please explain fully any gaps in your employment history in excess of one month:

Have you ever been terminated or asked to resign from any job? Yes No

If you answered yes to this question, please explain the circumstances:



REFERENCES: Please take the time to complete this section:

Please list the names of **2 work related** references we may contact and **2 personal** references (not previous employers). Individuals with no prior work experience may list school or volunteer related references.

NAME	OCCUPATION	COMPANY	RELATIONSHIP	TELEPHONE

What days/night are you **NOT AVAILABLE TO WORK?** (Please *circle all that apply*)

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
Day Night	Day Night	Day Night	Day Night	Day Night	Day Night	Day Night

NOTE TO MASSACHUSETTS APPLICANTS:

Do not answer the criminal background questions.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other that the applicable exceptions listed above?

YES NO

If answered "YES" to either of the questions above please explain in detail.

Please list all skills that you feel qualify you for the job for which you are applying (*computer, sales skills, machines, special tools. ServSafe certification, Tips certified*):

List all POS systems or restaurant computer systems you have worked with and used:



JOB OVERVIEW

ALL BERTUCCI'S EMPLOYEES: Provide Bertucci's guests with the best dining experience through warm and genuine service, great food and a comfortable atmosphere. Employees must demonstrate our Key Values which consist of: demonstrating a helpful positive attitude at all times, treating people with respect, communicating, taking ownership, creating a positive environment, teamwork, recognizing others, making work fun, and contributing to the financial success of the company. It is also important to maintain a polished and professional image, preparing for a shift by arriving on time and in uniform, making sure your area is neat, clean and stocked, conducting all assigned closing duties, completing assigned and non-assigned cleaning and maintenance duties and adhering to all company policies and procedures. Read communication bulletin board, participate in pre-meals to keep current on all important information and perform additional duties as requested by the manager on duty as business needs dictate.

Front of House - Some of your duties may include but are not limited to the following	
Server Bartender:	Requires providing hospitality by responsiveness to guest needs - answering any questions and following up regarding food, drinks etc. Sales skills, constant movement in a fast paced environment, responsible alcohol service, proper cash handling, some heavy lifting (25 -30 lbs) and ability to work under pressure. Ability to remain standing and active for a 9 hour shift. Ability to communicate (speaks, read and write English). Constantly keeping area - tables, floor, chairs, service station clean and neat and assisting other employees as needed. Pre-bussing tables.
Host/Hostess:	Requires greeting every guest with a warm smile and providing hospitality by responsiveness to guest needs - opening doors, seating guests and providing menus. Constant movement in a fast paced environment, some heavy lifting (25 -30 lbs) and ability to work under pressure. Ability to remain standing and active for a 9 hour shift. Ability to communicate (Speak, read and write English). Constantly keeping area clean, neat and safe including furniture, doors, windows and floors in lobby area and restrooms. Setting up seating plan, rotation chart and reviewing large parties with the manager and assisting other employees as needed.
Carryout:	Requires providing hospitality by responsiveness to guest needs and sales skills both over the phone and in person. Constant movement in a fast paced environment, responsible cash handling - accuracy of collecting payment and processing as well as cashing out with the manager. Ensuring orders are properly stored (hot, cold areas) as well as order accuracy when packing food. Communication with kitchen to ensure proper quote time. Delivering orders when applicable. Some heavy lifting (25 -30 lbs) and ability to work under pressure. Ability to remain standing and active for a 9 hour shift. Ability to communicate (speak, read and write English) Constantly keeping area clean and neat and assisting other employees as needed.
Server Assistant:	Requires providing hospitality by responsiveness to guest and co-worker's needs, constant movement in a fast paced environment, some heavy lift (25 -30 lbs) and ability to work under pressure. Wiping down all tables and chairs and arranging and re-setting. Removing trash, china and glassware from table and sorting into pre-determined locations at dish area. Cleaning lights, windows, pictures, and ledges. Ability to remain standing and active for a 9 hour shift. Constantly keeping area clean and neat and assisting other employees as needed.
Delivery Drivers:	Requires providing hospitality by responsiveness to guest needs - delivering orders and assisting guests with set up of food and utensils. Ensuring order accuracy when packing food. Constant movement in a fast paced environment, responsible cash handling - accuracy of collecting payment and processing and cashing out with the manager. Some heavy lifting (25 -30 lbs) and ability to work under pressure. Ability to communicate (Speak, read and write English) Adhering to Motor Vehicle laws when driving. (This position is not available in all locations) Delivery Drivers must supply their own vehicle, insurance and gas.
Back of House - Some of your duties may include but are not limited to the following	
Pizza Cook Pasta Cook Salad/Bread Dough:	Requires responsiveness to guest needs, commitment to high standards, attention to detail and ability to work under pressure. Ability to remain standing and active for a 9 hour shift. Ability to work in extreme temperatures, some heavy lifting (50 lbs). Ability to perform basic math functions and measurements. Prepare food accurately and in a timely manner. Ensure temperature of ovens and freezers are accurate. Required to inspect stock levels and review prep sheets with the manager to establish daily prep list.
Dishwasher	Requires responsiveness to co-workers needs, commitment to high standards, attention to detail and ability to work under pressure. Ability to remain standing and active for a 9 hour shift. Ability to work in extreme temperatures. Some heavy lifting 50 lbs. Assisting cooks with prep as needed.

I have read the above job descriptions for the positions in which I am interested.

YES ___ NO ___

I can perform the essential functions of the jobs for which I am applying either with or without reasonable accommodations.

YES ___ NO ___

APPLICANTS FOR EMPLOYMENT IN MASSACHUSETTS

Applicants for Employment in Massachusetts Note: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

ARBITRATION AGREEMENT

As a condition of employment you will be required to sign a binding Arbitration Agreement (the "Agreement"). The Agreement will provide that any and all disputes, controversies, or claims arising out of or relating to your employment or the termination of your employment shall be subject to the right of either party to submit disputes, controversies or claims to final and binding arbitration before a neutral third party arbitrator. By submitting this application for employment, you agree should an offer of employment be extended by Bertucci's and accepted by you, you will sign such Agreement. In the event that you object to entering into said Agreement, you should refrain from submitting this application for employment.

I certify that the information contained in this application is true and complete to the best of my knowledge. I agree that any falsification, misrepresentation, or omissions of facts in this application or during the hiring process may result in denial of employment or immediate dismissal. I authorize a thorough investigation of all statements contained herein, and of my past employment and activities. I agree to cooperate in such an investigation, and I hereby release from all liability for damage all persons and corporations requesting or supplying information. If employed, I agree to conform to the rules and regulations of the company and any changes thereto; I also understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time at the discretion of either the company or me. I further agree to submit to search of my person or of any locker or work area that may be assigned to me, and I hereby waive all claims for damages on account of such examinations.

Date: _____ please sign here: _____