

*Dear Applicant,*

*Welcome to Durango, Colorado's most historic restaurant. We are a family-owned business, established in 1968, that continues to offer award-winning culinary delights to both locals and tourists alike. We expect a great deal from our employees, many of whom have worked at the restaurant continuously for 20 or more years. Please take a moment to look over our statement of values before continuing on with the application.*

### **STATEMENT OF VALUES**

- \*We believe in excellence*
- \*We believe that every guest deserves an exceptional experience*
- \*We believe that our employees are our most valuable asset*
- \*We believe in honesty and integrity*
- \*We believe in conducting our business in a professional manner*
- \*We believe in providing legendary service*
- \*We believe that a happy, professional staff can provide the level of service we demand*

*If our values speak to you, we invite you to complete the application and look forward to meeting with you.*

***Bienvenidos!***

***The Garcia Family***



# Francisco's Restaurante y Cantina Application for Employment

We consider all applications for employment without regard to race, color, religion, sex, disability, veteran status or any other legally protected status.

Please print clearly and completely answer all questions.

Position(s) applied for \_\_\_\_\_ Today's date \_\_\_\_\_  
Why are you seeking a new job at this time? \_\_\_\_\_

## Applicant Information

Full legal name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Local Address \_\_\_\_\_ Permanent Address \_\_\_\_\_

Is this your mailing address? Yes / No

Social Security number \_\_\_\_\_ Date of birth \_\_\_\_\_

\*Are you legally eligible for employment in the United States? Yes / No Please note that proof of eligibility is required within 3 days of hire.

\*Have you ever been convicted of a crime? Yes / No If yes, please explain the offense and disposition of the case. Include dates and places. Please note that conviction of a crime does not preclude you from obtaining a position.

## Employment Information

Are you seeking Full time / Part time / Temporary Employment? Please circle one

When are you available? Circle all that apply

Sunday Brunch	Monday Lunch	Tuesday Lunch	Wednesday Lunch	Thursday Lunch	Friday Lunch	Saturday Lunch
Sunday Dinner	Monday Dinner	Tuesday Dinner	Wednesday Dinner	Thursday Dinner	Friday Dinner	Saturday Dinner

When are you available to start? \_\_\_\_\_ Have you ever worked here before? Yes / No  
If so, when? \_\_\_\_\_

List any family or friends employed presently or in the past by this company \_\_\_\_\_

Have you ever been discharged or asked to resign from any positions? Yes / No If yes, please explain the situation

Do you have any experience, skills or talents that would compliment the position for which you are applying?



**Educational Background**

Elementary/Middle School \_\_\_\_\_

Secondary School \_\_\_\_\_

Location \_\_\_\_\_

Location \_\_\_\_\_

Highest level completed 1 2 3 4 5 6 7 8

Highest level completed 9 10 11 12

College / Post Secondary School(s) \_\_\_\_\_

Location \_\_\_\_\_

Highest level completed 1 2 3 4 years / Bachelor Degree / Masters Degree

Major \_\_\_\_\_ Minor \_\_\_\_\_

Was this a trade or vocational school? Yes / No

Did you obtain a degree? Yes / No If yes, please list degree and year graduated

\*Do you possess any other special certificates or degrees that will be applicable to your position? Yes / No

\*Do you speak any languages other than English? Yes / No If yes, please list languages and levels of fluency

**Work History** *Please list most recent first*

Company: \_\_\_\_\_ Phone: ( ) -

Dates Employed: \_\_\_\_\_ Position / Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Supervisor's name / position \_\_\_\_\_

Beginning Salary \_\_\_\_\_

Ending Salary \_\_\_\_\_ Supervisor's phone number ( ) -

Describe your duties & responsibilities:

What was the best thing about this job? What was the worst thing? What was your reason for leaving?:

Company: \_\_\_\_\_ Phone: ( ) -

Dates Employed: \_\_\_\_\_ Position / Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Supervisor's name / position \_\_\_\_\_

Beginning Salary \_\_\_\_\_

Ending Salary \_\_\_\_\_ Supervisor's phone number ( ) -

Describe your duties & responsibilities:

What was the best thing about this job? What was the worst thing? What was your reason for leaving?:



**Work History** *continued*

Company: \_\_\_\_\_ Phone: (     )     -

Dates Employed: \_\_\_\_\_ Position / Title \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's name / position \_\_\_\_\_  
Beginning Salary \_\_\_\_\_

Ending Salary \_\_\_\_\_ Supervisor's phone number (     )     -

Describe your duties & responsibilities:

What was the best thing about this job? What was the worst thing? What was your reason for leaving?:

Company: \_\_\_\_\_ Phone: (     )     -

Dates Employed: \_\_\_\_\_ Position / Title \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's name / position \_\_\_\_\_  
Beginning Salary \_\_\_\_\_

Ending Salary \_\_\_\_\_ Supervisor's phone number (     )     -

Describe your duties & responsibilities:

What was the best thing about this job? What was the worst thing? What was your reason for leaving?:

**References** *Please list three references that we may contact (they must not be relatives)*

- 1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Authorizations and At-Will Employment Agreement**

I authorize Francisco's, Inc. to contact my references and former employees regarding employment related references.

I authorize Francisco's Inc. to investigate all information contained within this application and verify that it is true and that I've fully disclosed all requested information.

I understand and agree that nothing contained in this application, or conveyed during the interview is intended to create an employment contract between the company and me. In addition, I understand and agree that any employment is "at will", for no definite period of time and may be terminated at any time, for any reason pursuant to Colorado law.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
Date \_\_\_\_\_