

## Advice to Applicants

If you'd like to join our team, please keep in mind that...

- We conduct strict **application screenings** in order to select great team members. **Reference checks** with past employers as well as friends & family will be performed.
- We conduct random pre-job **drug testing** at our discretion to ensure a safe drug-free work environment for us and our guests.
- Qualified applicants will be asked for further **interviews**.

Some other helpful qualifications include being...

- **Social** and not afraid of being in and/or initiating social interactions.
- **Hard-working** & always on your feet.
- A great deal of **intelligence, common sense** and **professionalism**.

The China Palace Restaurant, Inc. is committed to bringing great quality food w/ outstanding service in a unique dining environment. In order to deliver excellent service, **we seek excellent people**.

If you choose to submit an application and are employed at the China Palace Restaurant, please keep in mind that day-in, day-out, you will be expected to deliver outstanding service to each and every guest.

The China Palace Restaurant, Inc. is an equal opportunity employer that does not discriminate based on race, sex, creed, age or sexual orientation. We pride ourselves on hiring employees based on **merit** and **qualification**; not by whom you know.

If you've got what it takes and you want to work for us, well what are you waiting for? Apply away!!!



# Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

**\*\* PLEASE PRINT CLEARLY \*\***

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

How did you find out about this job?  Newspaper  Employee  Walk-in  Relative  Other \_\_\_\_\_

Why are you seeking a new job at this time? \_\_\_\_\_

## Applicant Information

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_ Describe \_\_\_\_\_

Are you at least 18 years old? \_\_\_\_\_ If you are under 18 years of age, can you furnish a work permit? \_\_\_\_\_

Can you read at a sixth-grade level? \_\_\_\_\_ Do you smoke? \_\_\_\_\_

If the job you are applying for requires driving: Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ (Proof of U.S. citizenship or immigration status is required if hired.)

Have you been convicted of a crime? (Massachusetts applicants should not include misdemeanor convictions; California applicants should not include marijuana-related convictions that occurred more than 2 years prior to the application date.)  Yes  No If yes, state the nature of the offense and disposition of the case. Include dates and places. (NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

Are you a veteran? \_\_\_\_\_ If yes, give dates of service: From \_\_\_\_\_ To \_\_\_\_\_

List any special skills or training: \_\_\_\_\_

## Employment Information

Are you seeking full time, part time or temporary employment? \_\_\_\_\_

What hours and shift(s) would you be able to work? \_\_\_\_\_

List times you are not available to work? \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_

Have you ever worked for this organization before? \_\_\_\_\_ If yes, name used: \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

Have you ever been discharged or asked to resign from any position? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all these tasks with or without reasonable accommodation? \_\_\_\_\_ Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need: \_\_\_\_\_

## Education (circle highest level achieved)

Elementary:    1 2 3 4 5 6 7 8    Secondary: 9 10 11 12 G.E.D Name of School: _____ Name of School: _____ Location of School: _____ Location of School: _____ If in high school, are you enrolled in a recognized co-op program? ® Yes ® No If yes, identify program and school: _____	College: 1 2 3 4 5 6 7 8 Name of School: _____ Location of School: _____ Degree & Major: _____ Minor: _____
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## Work History (please begin with most recent)

1. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ )  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
 Describe duties briefly: \_\_\_\_\_  
 Specific reason for leaving: \_\_\_\_\_
2. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ )  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
 Describe duties briefly: \_\_\_\_\_  
 Specific reason for leaving: \_\_\_\_\_
3. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ )  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
 Describe duties briefly: \_\_\_\_\_  
 Specific reason for leaving: \_\_\_\_\_
4. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ )  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
 Describe duties briefly: \_\_\_\_\_  
 Specific reason for leaving: \_\_\_\_\_

### Availability – State All Hours You Would Be Able To Work Below:

	M	T	W	TH	F	SA	SU
<b>FROM</b>							
<b>TO</b>							

# Authorizations & At-Will Employment Agreement

(please read carefully, then sign and date below)

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment, in the event I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician.

## AT-WILL EMPLOYMENT AGREEMENT

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President is authorized to change the employment-at-will status and such a change can only be done in writing. I understand that when I am hired I will be on a 30-day orientation period which will determine if I will be a suitable fit at the China Palace Restaurant as stated in the Employee Handbook under "Orientation Period". I have read, understand, and agree to the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

**MASSACHUSETTS EMPLOYMENT ONLY:** An application for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.

**MASSACHUSETTS & MARYLAND EMPLOYMENT ONLY:** An employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and/or subject to criminal penalties and civil liabilities.