



# Apizza di Napoli®

## Authentic Neapolitan Wood-Fired Pizzeria

### Employment Application

**PLEASE READ** We thank you for your interest in employment at Apizza di Napoli. All applicants will be given equal consideration regardless of race, age, sex, disability, sexual orientation, color, religion and national origin. Apizza di Napoli policy requires that all persons interested in employment complete a written application for a position which has been advertised or posted and for which they are qualified. A resume alone is not sufficient to consider an individual as an applicant. Individuals will not be considered applicants if they exclude the following information: 1) the position applied for and the date; 2) information required by law, including social security number and authorization to work in the United States; 3) a complete employment history including the name of the employer, dates of employment, rate of pay and reason for leaving; and 4) signature of applicant.

Please Print Clearly

Date		/		/	
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Name				Do you have a valid SS#? Yes		No	
	<i>Last</i>	<i>First</i>	<i>M</i>	SS#			
Address				Phone #			
	<i>Street</i>	<i>City</i>	<i>Zip Code</i>	Date of Birth			

#### In case of emergency, please notify:

Name				Relationship			
	<i>Last</i>	<i>First</i>	<i>M</i>				
Address				Phone #			
	<i>Street</i>	<i>City</i>	<i>Zip Code</i>				

#### Applying For

Position				Full Time		Part Time	
Available from		/		/	Expected Earnings \$		

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
From							
Until							

Have you ever been employed by Apizza di Napoli, LLC before?				If so, when?			
Do you have a Facebook page? Yes		No		Do you have a Twitter account? Yes		No	
How were you referred to our company?							
Do we currently employ a family member or friend?							
If so, name?				Relationship			

**Employment Record:** List past and present employers (begin with the most recent)

<b>Company</b>		<b>What did you do?</b>	<b>Why did you leave?</b>
<b>Address/Phone</b>			
<b>Supervisor</b>			
<b>Date Started</b>			
<b>Date Left</b>			
<b>Pay Rate / Salary</b>			

<b>Company</b>		<b>What did you do?</b>	<b>Why did you leave?</b>
<b>Address/Phone</b>			
<b>Supervisor</b>			
<b>Date Started</b>			
<b>Date Left</b>			
<b>Pay Rate / Salary</b>			

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<b>Address/Phone</b>			
<b>Supervisor</b>			
<b>Date Started</b>			
<b>Date Left</b>			
<b>Pay Rate / Salary</b>			

Have you listed all past employers?	<input type="checkbox"/>	If not, please explain	
May we contact the employers listed above?	<input type="checkbox"/>	If not, which ones should we not contact?	

**Education & Skills**

School	Name and Location	Course / Major	Years Completed	Graduated ?
<b>High</b>			1( )2( )3( )4( )	YES( )/NO( )
<b>College</b>			1( )2( )3( )4( )	YES( )/NO( )
<b>Trade</b>			1( )2( )3( )4( )	YES( )/NO( )

**Below is a list of company policies and requirements which applicants should be aware of when applying for employment with Apizza di Napoli, LLC. Please read these and check each item acknowledging that you have read each one and are willing to abide by them as a condition of employment**

\_\_\_\_\_ (Initial) Management will work as closely with staff members as possible to make schedules convenient. However, scheduling is done on an "as needed" basis and is subject to change from week to week. There are no guaranteed schedules. An employee's inability to work flexible shifts to meet business needs may result in reduced hours and modified shifts.

\_\_\_\_\_ (Initial) Our company and staff place a high value on professional accountability. Therefore, tardiness and absences are considered as performance behavior and treated according. Tardy is defined as clocking in 5 minutes or more after your scheduled time. Absence is defined as failure to work as scheduled.

\_\_\_\_\_ (Initial) Employees working 5 or more hours are required to take a 30-minute meal break. Employees must clock out for their meal breaks and follow company meal policies. The company may provide the employee meal to the employee (free or at a reduced rate).

\_\_\_\_\_ (Initial) Employees are required to attend mandatory company training meetings and/or workshops when assigned. Failure to attend a scheduled meeting will be considered a "no show - no call" and will be subject to appropriate disciplinary action. Employee will be paid for attending meetings, workshops and training sessions lasting more than one hour.

\_\_\_\_\_ (Initial) In order to protect the health of our employees and guests, and to comply with local laws, smoking by employees is prohibited within the confines of our restaurant buildings. Smoking by employees will not be permitted during scheduled work shifts.

\_\_\_\_\_ (Initial) Personal hygiene is a critical factor in food safety. Draw a smiley face at the bottom of this page. In order to maintain the highest level of sanitation and food safety in our restaurant, employees are not permitted to wear jewelry or watches on the wrists or hands while on duty. Employees must also refrain from wearing strong perfumes, soaps or other fragrances.

\_\_\_\_\_ (Initial) In order to ensure a safe working environment and prevent injuries to our employees, all employees are required to wear safety non-slip shoes while on duty. All employees are expected to comply with company dress and appearance standards.

\_\_\_\_\_ (Initial) I understand that, if I am employed, I may have access to confidential information of Apizza di Napoli and will be legally obliged to maintain that information in strict confidence. My failure to do so would be grounds for immediate dismissal. I further understand that if I am employed by Apizza di Napoli, this duty of confidentiality and non-disclosure will extend indefinitely beyond my term of employment.

\_\_\_\_\_ (Initial) I will familiarize myself with the employment agreement and policies of Apizza di Napoli. I understand that the policy applies to multi-media, social networking websites, blogs and wikis for both professional and personal use. I understand that Internet postings should not disclose any information that is confidential or proprietary to the company or to any third party that has disclosed information to the company. I realize if I comment on any aspect of the company's business I must clearly identify myself as an employee and include a disclaimer. The disclaimer should be something like "the views expressed are mine alone and do not necessarily reflect the views of (Apizza di Napoli)." Internet postings should not include company logos or trademarks unless permission is asked for and granted. Internet postings must respect copyright, privacy, fair use, financial disclosure, and other applicable laws. Employees should neither claim nor imply that they are speaking on the company's behalf. Corporate blogs, Facebook pages, Twitter accounts, etc., could require approval when the employee is posting about the company and the industry. That the company reserves the right to request the certain subjects are avoided, certain posts be withdrawn, and inappropriate comments removed.

**Please indicate what foreign languages you speak read or write.**

	Fair	Good	Fluently
<b>Speak</b>			
<b>Read</b>			
<b>Write</b>			

**Personal Information**

Are you at least 18 years of age? Yes ( ) No ( ) Can you furnish proof of age? Yes ( ) No ( ) D.O.B. \_\_\_\_\_

Do you have a car? Yes ( ) No ( ) Do you have a valid South Carolina driver's license? Yes ( ) No ( )

The Department of Immigration and Naturalization requires that all persons employee by us must provide documents verifying identity and employment eligibility before they may start work. Management will notify potential employees of acceptable documents and will review them at the time employment is offered.

If hired, can you provide written evidence that you are authorized to work in the U.S.? Yes ( ) No ( )

Have you ever been convicted of a misdemeanor or felony? Yes ( ) No ( ) If yes please explain \_\_\_\_\_

I understand that my position may require a background check. I am willing to submit to a background check Yes ( ) No ( )

I understand that my position in the company may require behavior assessments as well as skill and aptitude testing as part of the employment candidate selection process. I am willing to participate in any pre-employment testing of this nature. Yes ( ) No ( )

I understand that Apizza di Napoli, LLC is a "drug free" workplace and I am willing to undergo drug testing as a condition of employment. Yes ( ) No ( )

Because of the delay and expense that result from the use of the federal and state court systems, I will agree to use binding arbitration for any and all controversies concerning my employment with Apizza di Napoli, LLC as a term and condition of employment and that the cost of the arbitration shall be equally divided between me and Apizza di Napoli, LLC. Yes ( ) No ( )

I understand that, if hired, my employment will be on an at-will basis and that I may be dismissed or resign at anytime without advance notice. \_\_\_\_\_ (Initial)

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. \_\_\_\_\_ (Initial)

I hereby authorize the company to thoroughly investigate my references, work record, education and other means related to my suitability for employment and further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships, and associations from any kind and all claims, demands or liabilities arising out or or in any way related to such investigations or disclosure. \_\_\_\_\_ (Initial)

I understand that nothing contained in this application or conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create an employment contract between the company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative. \_\_\_\_\_ (Initial)

I certify that to the best of my knowledge the foregoing statements and information given by me are true.

<b>Printed Name</b>		<b>Date</b>		/		/	
<b>Signature</b>							