

**Employment Application / Page 1 of 4** 

Applicant Name: \_\_\_\_\_ Social Security: \_ \_ \_ - \_ - \_ - \_ \_ \_

# Is This the right job for you?

Thank you for your interest in employment at Crystal Palace Skating Center- Rancho! We are always looking for qualified, responsible, mature and friendly people to join our team. We have listed a few of the things you would be expected to meet if you decide to continue with the application process.

**Honesty** This should go without saying in any job, but we list this first because it is our number one requirement in dealing with Guests, other crew members and the company. This is our #1 priority on reference checks. Honesty in our business means accurate cash handling, proper use of equipment and inventory controls. This also means that your friends and family do not receive food and free admission or skate rentals, just as you would not expect free gas from a friend that works at a gas station.

#### Appearance /

All crew members are required to wear the proper uniform at all times. This includes the uniform shirt which we provide, and the proper shoes, socks, and pants which you provide. (Black Pants, leather belt, white undershirt, crew length or longer socks, and plain tennis/leather shoes.)

**Female Employees:** No extreme hairstyles or colors (should be natural). One earring per ear, necklaces to be worn inside uniforms, only one ring per hand and no excessively long or colored nails. Make-up should be limited and in a natural style. Shoulder length or longer hair should be tied back while at work. No visible tattoos. **Male Employees:** Should have hair no longer than collar length, no tails streaks or extreme colors (should be natural). No hair engraving will be tolerated. No earrings are to be worn. One ring per hand. No visible tattoos.

#### Drugs, Alcohol and Tobacco

Every crew member has daily contact with Guests. We feel that the use of drugs or alcohol is not conductive to good employer/crew member or crew member/guest relations. For this reason, we have a random drug-testing program at out location. By signing this application you agree to participate in this program. For your safety and the safety of fellow crew members and your guests, we want to have a drug free work place and will do whatever we can do to achieve this goal. If you have specific questions about the drug policy, ask a Manager. Coming to work under the influence of drugs or alcohol, or the use of drugs or alcohol in any manner while on duty is strictly forbidden and will result in termination.

**Schedule** We expect you to work the days you are scheduled and to be on time! Tardiness and absenteeism will not be tolerated or acceptable. You should expect, due to the nature of our business, you will be required to work evenings, weekends and holiday periods.

#### Summary

Every Crystal Palace crew member has daily contact with Guests. Good people skills and courtesy at all times are required. If you enjoy dealing with people, this may be the job for you. These guidelines are not complete and will be covered in detail if you continue in the application process. If you feel comfortable working under these guidelines, please continue with the employment application. If we can use your services, you will be contacted for an interview. Crystal Palace - Rancho is an Equal Opportunity Employer.

- 1. Type or print in black ink
- 2. Answer each question
- 3. Read Acknowledgment (Page 4) Sign & Date
- 4. Incomplete application may delay review process



#### **General Information**

### **Please Print**

| Name      |                      |               |                |              | Social Security # |                  |               |              |          |  |  |  |  |  |  |
|-----------|----------------------|---------------|----------------|--------------|-------------------|------------------|---------------|--------------|----------|--|--|--|--|--|--|
| Present / | Address              |               |                |              |                   |                  |               |              |          |  |  |  |  |  |  |
| Permane   | ent Addr <u>ess</u>  |               |                |              |                   |                  |               |              |          |  |  |  |  |  |  |
| Home Ph   | none                 |               |                | Ce           | ell Phone         |                  |               |              |          |  |  |  |  |  |  |
| Are you   | 18 years of a        | age or olde   | rŞ             | Yes I        | No (You mu        | st be 15 yea     | ırs or older) |              |          |  |  |  |  |  |  |
| Position  | applyin <u>a</u> for | •             |                | Do you       | have Reliab       | le Transport     | ation?        | Yes          | No       |  |  |  |  |  |  |
| Do you ł  | have any frie        | ends or relat | tives in our e | mploy?       | Yes               | <u>No</u> *lf ye | s, List:      |              |          |  |  |  |  |  |  |
| If accep  | ted for emp          | oloyment do   | you agree      | to work nigh | nts, holidays,    | Friday, Satu     | irday and Su  | unday as Scl | heduled? |  |  |  |  |  |  |
|           | Yes                  | <u>No</u>     |                |              |                   |                  |               |              |          |  |  |  |  |  |  |
|           |                      |               |                |              |                   |                  |               |              |          |  |  |  |  |  |  |
|           | Indicate<br>davs and | Monday        | Tuesday        | Wednesday    | Thursday          | Friday           | Saturday      | Sunday       |          |  |  |  |  |  |  |

|           | Monday | Tuesday | weanesday | muisaay | гнаау | Saluraay | sunday |   |
|-----------|--------|---------|-----------|---------|-------|----------|--------|---|
| days and  |        |         |           |         |       |          |        |   |
| hours you |        |         |           |         |       |          |        |   |
| are       |        |         |           |         |       |          |        |   |
| available |        |         |           |         |       |          |        |   |
| to work   |        |         |           |         |       |          |        |   |
|           | 1      | 1       | 1         |         |       |          |        | 1 |

Date available to start working \_\_\_\_\_ How many Hours per week can you work? \_\_\_\_\_ Will you comply with all work-related policies and procedures including uniform, dress and grooming requirements as outlined in the application introduction and employee handbook? Yes No

### **Education History**

| School Type  | Name & Address | Major course,<br>diploma or subject | Degree Received |
|--|----------------|-------------------------------------|-----------------|
| High School  |                |                                     |                 |
| College  |                |                                     |                 |
| Other Education<br>or Trade School                             |                |                                     |                 |
| List academic honors,<br>scholarships,<br>fellowships attained |                |                                     |                 |
| List Languages you<br>can speak, read or<br>write fluently     |                |                                     |                 |

If hired, can you present evidence of your U.S. Citizenship or proof of your legal right to live and work in this Country? \_\_\_\_\_Yes \_\_\_\_\_No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No If yes, state nature of the crime(s), when and where convicted and disposition of the case(s)

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense.



# **Experience or Training**

| – Food & Beverage – | Skate Experience —  | Tech/Trade/Craft -       |
|---------------------|---|--------------------------|
| Cashier<br>Cook     | Know How 2 Sk8 Repair Quads<br>Skate Equipment Repair Inlines | Maintenance<br>Auto Shop |
| Snack Bar           | Skate Backwards Sk8 Knowledge                                 | Electrical               |
| Server<br>Hostess   | Floor Guard Rules<br>Other                                    | Landscape<br>Other       |
| Busser              |   |                          |
| Other:              |   |                          |

## **Employment History**

-Must complete this section of application. List most recent job first.

| ——Phone —— | ———— Employment Dates — |   |  |  |  |  |
|------------|-------------------------|---|--|--|--|--|
|            | From                    | То  |  |  |  |  |
|            | Rate of pay start       | End   |  |  |  |  |
| Phone      | Employme                | nt Dates –  |  |  |  |  |
|            | From                    | То  |  |  |  |  |
|            | Rate of pay start       | End   |  |  |  |  |
| Phone      | Employme                | nt Dates –  |  |  |  |  |
|            | From                    | То  |  |  |  |  |
|            | Rate of pay start       | End   |  |  |  |  |
| Phone      | Employme                | nt Dates –  |  |  |  |  |
|            | From                    | То  |  |  |  |  |
|            |                         | End   |  |  |  |  |
|            | Phone Phone Phone Phone | From<br>Rate of pay start Phone Employmen From Rate of pay start Phone Employmen From Rate of pay start Phone Employmen Rate of pay start |  |  |  |  |

# **Professional and Work References**

List two past supervisors and one person who is not related to you who have knowlegde of your qualifications for the position for which you are applying.

| Name — | Title | Address/Phone# |
|--------|-------|----------------|
|        |       |                |
|        |       |                |
|        |       |                |
|        |       |                |
|        |       |                |
|        |       |                |

# **Please Print**



### Acknowledgement

Please read carefully, sign and date

Any acceptance of employment will be predicated upon the truthfulness of the written and verbal statements contained within this application and pre-employment process. (I hereby authorize Crystal Palace-Rancho to thoroughly investigate my references, work record, education, credit reports and other matters related to my suitability for employment. I further authorize the references I have listed to disclose to Crystal Palace - Rancho any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure.) I understand that should my employer find that any statement I have made is not truthful, the job offer extended to me will be withdrawn and if employed, I may be subject to dismissal.

I authorize Crystal Palace - Rancho to confirm all the information contained in this application.

I understand this employment application is not to be construed or interpreted as a guarantee for employment for a specific time. I further understand that my employment with Crystal Palace - Rancho does not constitute any form of contract, implied or expressed.

I grant Crystal Palace - Rancho approval, after my termination of employment, to release information which it may deem appropriate regarding my employment with or termination from the organization to anyone who has a reasonable basis for making such inquiry. So long as the information disclosed is not known by the organization to be inaccurate, the organization shall not incur legal liability for any damages that may result from furnishing information related to this application to employer (or prospective employer) as well as from use or disclosure of such information by employer (or prospective employer) or any of its agents, employees or representatives.

I understand that my application for employment will be placed in an active status for a period of six (6) months during which time it will be reviewed as job openings occur in my areas(s) of job interest. (I also understand that should I wish to continue being considered for job openings occur in my area(s) of job interest. (I also understand that should I wish to continue being considered for job openings beyond the (6) month period, I must re-apply by (A) submitting a new application for employment for by (B) submitting a letter request renewal of my application and including an update of my qualifications (recent work history, educational achievements, etc.).

I acknowledge that I have read all of the above statements and that I understand them.

| gnc   | ature     | e of /     | App            | lico  | an           | t            |            |            |          |          |                |              |       |         |                   |             |           |           |   | C | )ate | Э |  |  |
|-------|-----------|------------|----------------|-------|--------------|--------------|------------|------------|----------|----------|----------------|--------------|-------|---------|-------------------|-------------|-----------|-----------|---|---|------|---|--|--|
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|       |           | Either     |                | 3     | З            | с            | Э          | т          | е        |          | m              |              |       | No Hire |                   |             |           |           |   |   |      |   |  |  |
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|       |           | Night      |                | -     | -            | -            | -          | -          | -        |          | -              |              |       |         | ate:              | 2           |           |           |   |   |      |   |  |  |
| Name: | Position: | Shift: Day | ll. Qualifiers | Image | Comm. Skills | Energy Level | Confidence | Experience | Attitude | Comments | Overall Rating | Interviewer: | Date: | Hire    | Orientation Date: | Start Date: | Position: | Comments: |   |   |      |   |  |  |