

File Number: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Department(s): \_\_\_\_\_

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## FOOD & BEVERAGE DEPARTMENT

# Application for Employment

Completing this application is your first step toward joining a dynamic team dedicated to great service!!!

*Thank you for your interest in joining Radisson Duluth Harborview Food & Beverage team. The Radisson has been a dining institution in the Twin Ports since 1970. We foster a friendly atmosphere for both our customers and our employees, with a true concern and dedication for the happiness of our guests. We have fun at work, while maintaining a level of professionalism that exceeds our customers' expectations. As an employee of Radisson Duluth Harborview, you must be team-oriented, demonstrate genuine concern for the happiness of our guests, and be focused on making our customers smile!*

*If you are up for the challenge, there is a chance you may become an integral part of our team. To do so, you must be punctual, reliable, and thorough, and by all means you must take the utmost pride in your job. Our goal at JJ Astor and Bowery Bros Pub is to provide REMARKABLE SERVICE to each and every one of our customers. If you want to work with us, you must be committed to providing remarkable service from day one.*

*Applicants should dress for their interview as if coming to work. An employee serving the public should always look his or her best. The standards of cleanliness and hygiene of the entire property are reflected in the appearance of our employees. First impressions are key factors of providing remarkable service. You should do your best to make a great first impression with us when arriving for your interview.*

*Your appearance, personality, and attitude toward your work must reflect your pride and desire to be a member of our team. You will need to always be clean, pressed, and professional in appearance, and always be ready to go to work with a smile on your face. If this description sounds like you, please continue to fill out this application. If not...please save both of us the trouble.*



### **RADISSON DULUTH HARBORVIEW**

505 W. Superior Street  
Duluth, Minnesota 55802  
Phone: (218) 727-8572



# APPLICATION FOR EMPLOYMENT WITH RADISSON DULUTH FOOD & BEVERAGE

## GENERAL INFORMATION

*Please review all questions carefully before preparing your application.*

NAME (Last, First, and Middle Initial)				TODAY'S DATE.	
MAILING ADDRESS (Include apartment number, if any)		E-MAIL ADDRESS		HOME TELEPHONE	
CITY	COUNTY	STATE	ZIP	SECONDARY TELEPHONE	
<b>What prompted you to apply with us today?</b> <input type="checkbox"/> Online ad <input type="checkbox"/> I'm hoping you have openings <input type="checkbox"/> I was referred     Who referred you: <input type="checkbox"/> Job Service Listing <input type="checkbox"/> I live close by <input type="checkbox"/> OTHER (explain):					
<b>What job(s) are you most interested in being considered for?</b> <i>(please check all that apply)</i> <input type="checkbox"/> Dining Room Management <input type="checkbox"/> Server <input type="checkbox"/> Bartender <input type="checkbox"/> Host/Cashier <input type="checkbox"/> Server Assistant <input type="checkbox"/> Kitchen Management <input type="checkbox"/> Line Cook <input type="checkbox"/> Prep Cook <input type="checkbox"/> Dishwasher <input type="checkbox"/> Banquet Server and/or Set-up					
<b>In which job(s) do you have experience?</b> <i>(please check all that apply)</i> <input type="checkbox"/> Dining Room Management <input type="checkbox"/> Server <input type="checkbox"/> Bartender <input type="checkbox"/> Host/Cashier <input type="checkbox"/> Server Assistant <input type="checkbox"/> Kitchen Management <input type="checkbox"/> Line Cook <input type="checkbox"/> Prep Cook <input type="checkbox"/> Dishwasher <input type="checkbox"/> Banquet Server and/or Set-up					
<b>When are you available to work?</b> <i>(please check all that apply)</i> <input type="checkbox"/> Day only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Nights and weekends     What type of employment would you prefer: <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Nights only <input type="checkbox"/> Weekends only <input type="checkbox"/> I'm open to all shifts     How many shifts per week: <input type="checkbox"/> 1-2 <input type="checkbox"/> 2-3 <input type="checkbox"/> 3-4 <input type="checkbox"/> 4-5 <input type="checkbox"/> 5 plus					
<b>If hired, do you plan to work another job and/or attend school at the same time?</b> <input type="checkbox"/> Yes I do <input type="checkbox"/> No I don't <i>If your plans include school, where will you attend?</i>					
<b>If hired, can you submit proof of legal identity in the U.S.?</b> <input type="checkbox"/> Yes I can <input type="checkbox"/> No I can't <i>Job offers are contingent on you providing proper identification, and may be rescinded if you unable to comply.</i>					
<b>In case of emergency, please notify:</b>					
NAME		RELATIONSHIP		TELEPHONE	

## EDUCATION, TRAINING, OR MILITARY EXPERIENCE

**Review of education:**

- Have you graduated from high school or earned your GED?      YES      NO
- List college, business school, military training, and other relevant education.

	School Name and Location	Circle Last Year Completed				Course Study	Degree Received?
		1 yrs	2 yrs	3 yrs	4 yrs		
1							
2							
3							
4							

## EMPLOYMENT HISTORY – *Include paid and/or unpaid work experience*

All applicants must submit a completed application to be considered for employment at the Radisson. Resumes may be attached to your application, but applications not filled in completely will not be considered. You may use this form for both volunteer and paid experience. Begin with your most recent work or volunteer experience and work backward.

1. Present or Last Employer		Employer's Address		Employer's Phone Number	
Your Title	Months & Years Employed in this Position From     /     To     /		Total Months	Average Hours /Per Week	Last Wage/Salary
Immediate Supervisor's Name	Reason for Leaving		Volunteer? <input type="checkbox"/>	Number of Employees Supervised	
Specific Duties:					
2. Present or Last Employer		Employer's Address		Employer's Phone Number	
Your Title	Months & Years Employed in this Position From     /     To     /		Total Months	Average Hours /Per Week	Last Wage/Salary
Immediate Supervisor's Name	Reason for Leaving		Volunteer? <input type="checkbox"/>	Number of Employees Supervised	
Specific Duties:					
3. Present or Last Employer		Employer's Address		Employer's Phone Number	
Your Title	Months & Years Employed in this Position From     /     To     /		Total Months	Average Hours /Per Week	Last Wage/Salary
Immediate Supervisor's Name	Reason for Leaving		Volunteer? <input type="checkbox"/>	Number of Employees Supervised	
Specific Duties:					
4. Present or Last Employer		Employer's Address		Employer's Phone Number	
Your Title	Months & Years Employed in this Position From     /     To     /		Total Months	Average Hours /Per Week	Last Wage/Salary
Immediate Supervisor's Name	Reason for Leaving		Volunteer? <input type="checkbox"/>	Number of Employees Supervised	
Specific Duties:					

## REFERENCES

*Please include only people who are familiar with your work ability. Do not include relatives.*

Name	Occupation/Position	Phone No.	Email Address
Name	Occupation/Position	Phone No.	Email Address
Name	Occupation/Position	Phone No.	Email Address

## ARE YOU COMMITTED TO PROVIDING REMARKABLE SERVICE?

*Please give an example of how you can provide remarkable service to customers.*

## DATE AND SIGNATURE

**TO BE CONSIDERED FOR EMPLOYMENT, YOU MUST SIGN AND DATE THIS APPLICATION.**

I affirm that the above information is correct. I understand that any false or misleading statements on this application may be cause for dismissal if I am employed. I hereby authorize my former employers, educational institutions, and references to furnish any information concerning my application for employment and release them from any claims or liability for doing so. I further authorize the Radisson Duluth Harborview to contact my former employers, educational institutions, and references for the purpose of obtaining such information. I understand that my employment can be terminated at any time and for any reason by me or by the Radisson Duluth Harborview during a probationary period lasting up to 90 days. I agree, as a condition of hire, to provide documents establishing proof of identity and employment eligibility in compliance with the Immigration Reform and Control Act of 1986. Further, I understand that all Radisson Duluth Harborview employees are required to adhere to company drug and alcohol policies.

Signature of Applicant \_\_\_\_\_

Date    /   /

**YOUR AVAILABILITY– Don't forget...we work around our customers schedules!**

**Please tell us when you CAN'T work.**

*All applicants: One very important eligibility requirement is your ability to work the shifts that we need covered. Please indicate on this sheet any outside obligations that would affect your availability for work. Keep in mind that we are open 7 days a week for lunch and dinner. If you are hired and then your availability changes, this may cause your continued employment with us to be re-evaluated. Please include school obligations, other jobs, clubs, etc. Write in dark "X's" in boxes during specific days of the week when you are NOT available for work. Don't forget that those with the best availability have the best chance of obtaining employment at The Shack.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	example
8 a.m.								X
9 a.m.								X
10 a.m.								X
11 a.m.								
Noon								
1 p.m.								
2 p.m.								
3 p.m.								
4 p.m.								
5 p.m.								
6 p.m.								X
7 p.m.								X
8 p.m.								X
9 p.m.								X
10 p.m.								X
11 p.m.								X
Midnight								X
1 a.m.								X

How long do you hope to work with us?

- Six months or less   
  One year or less   
  18 months or less   
  Two years   
  Over two years

When can you start working?

\_\_\_\_\_

Do you have any vacations planned within the next six months we would need to schedule around?

\_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		
<input type="checkbox"/> REFERENCES VERIFIED	<input type="checkbox"/> 1 <sup>ST</sup> INTERVIEW DATE: _____	<input type="checkbox"/> 2 <sup>ND</sup> INTERVIEW DATE: _____
<input type="checkbox"/> NOT HIRED	<input type="checkbox"/> HIRED	<input type="checkbox"/> HOURLY <input type="checkbox"/> SALARIED
HIRE DATE: _____	JOB CLASS: _____	<input type="checkbox"/> HIRE PACKET COMPLETED