



Dear Applicant,

Thank you for your interest in joining the Iron Rabbit Restaurant & Bar team. I think you will find our approach to be different from that of our peers. Please read the following information carefully. Iron Rabbit Restaurant & Bar has several significant goals and principals that you should be familiar with before you proceed.

**We strive to be known as a great employer with an amazing crew.**

We believe you start by hiring passionate and exceptional people and taking great care of them. By hiring the most qualified people we can support their development both within and outside the company. We talk to them, listen to them, learn from them, pay them well and demand a lot from them. We have a high retention rate because we believe that only a happy and professional crew can give the level of engaging personal service required. We approach our crew as a worthy investment in the future of the company.

Our approach is to foster crew collaboration while building trust as we work towards continuously improving ourselves, our operations and ultimately our guest's experience. We believe in innovation. Crewmembers must be involved in this innovation as we maintain professionalism and have fun!

**We are good stewards of the community and the planet.**

We limit our environmental impact through sustainable practices including ethical and sustainable sourcing, water and energy conservation, and the reduction of waste through reusing, composting and recycling. In addition we are dedicated to supporting the local community to improve the quality of life by providing support for local charities and volunteers.

**We are guided by our core principals.**

**Vision**

To be known for excellence.

**Mission**

Recognize that anyone entering our door is important and prove it.

**Values**

- Exceed our guest's expectations with impeccable service by demonstrating warmth, graciousness, efficiency, knowledge, professionalism, and integrity in our work.
- Provide an engaging, entertaining, interesting, attractive, and exciting environment.
- Develop, create and provide food and beverages that meet the highest standards of quality and value.
- Be fiscally responsible.
- Maintain a clean and organized facility.
- Hire passionate and exceptional people and take great care of them.
- Be a force for continuous improvement.
- Limit our environmental impact through sustainable practices.
- Support our local community to improve the quality of life.



SKILLINGS ENTERPRISES INC.  
**IRON RABBIT RESTAURANT & BAR**  
APPLICATION PACKET

The Iron Rabbit Restaurant & Bar is not just another restaurant & bar, and we are not looking for just another applicant. If what we have to offer sounds interesting and you have similar goals, read on. The remainder of this letter will give you some ideas of what to expect and how to proceed from here.

**Completing the application, our process, and the path to employment:**

- Be sure to fill it out this application completely, even if you enclose a resume. If a question does not apply to you, mark it "N/A" so we know you didn't avoid the answer. Foodservice is a business of details, and we will only consider people who share our concern about the importance of handling all the small points.
- We will verify all information you give us on the application. Any false or misleading statements will disqualify you from consideration. Please understand that we are not as concerned with what you tell us, as we are that you give us the truth. Honesty is always the best policy, especially if you hope to become part of our team.
- On the last page of the application, we give you the opportunity to make a personal "sales pitch." We suggest you give it some thought and present a case for yourself. After all, if you don't believe in you, why should we?
- Read the final statement on the application carefully before you sign it. If you have any questions, please ask them before you give us your application. We will not consider unsigned applications.
- When you have completed the application, call **Iron Rabbit Restaurant & Bar** at **360-956-3661** to set up an appointment for you to submit your application and take some short screening tests. This appointment should last no longer than 15-20 minutes. As soon as you enter our doors you are being evaluated for employment, so dress the part, be on time, and show us your best. Remember the saying about first impressions!
- We take crew selection very seriously and our standards are high. If you are a final candidate, you can expect multiple interviews and perhaps written tests. We may ask you to demonstrate your skills and tell us how you would handle some sticky situations. We will not take a "warm body" just to fill a vacancy quickly, so please be patient. If you are good enough to become part of our crew, you are truly outstanding.
- Because our crew is actively involved in the operation of our company, do not be surprised to have portions of the selection process conducted by persons other than our managers.
- We are an equal opportunity employer and we will select only qualified applicants for every position.
- We are committed to maintaining a drug-free workplace. This means that we do not tolerate the possession of drugs or alcohol on the premises nor do we permit our crew to work under the influence of drugs or alcohol.
- We will regularly evaluate your performance so you know where you stand and how you are doing. These appraisals are meant to assist you with your personal and professional development, and you will be asked to offer your feedback on the performance of your coaches and co-workers as well. We do not keep secrets from each other or ignore unproductive behavior.
- Our success comes from delighting our guests and earning their regular patronage. Everything in our company is focused on achieving this goal. Success is measured by our results.
- We expect you to take an active role in your own success and the success of your co-workers. Toward this end, it will be part of your job responsibilities to help train your co-workers for positions of higher skill and responsibility. Because of this focus, we will evaluate your performance based not only on your own professional development, but also by the advancement of your trainees.
- If you are not offered a position, we encourage you to apply again in three months.

Thank you again for your interest and your time. We wish you all the best luck in the future, whatever direction your career may take you.

With best regards,  
Christian Skillings  
Owner/Operator

ABOUT YOU

Name \_\_\_\_\_ Nickname \_\_\_\_\_

If your work or education records are under another name, provide the name \_\_\_\_\_

Social Security No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If you listed a message phone above, how often do you check for messages? \_\_\_\_\_

Do you have reliable transportation to meet any scheduled shift? \_\_\_\_\_

Can you read at an 8<sup>th</sup> grade level? \_\_\_\_\_

Have you been convicted of a misdemeanor or felony? \_\_\_\_\_ If yes, give details on last page.

Have you ever worked for us before? \_\_\_\_\_ If so, under what name? \_\_\_\_\_

Can you provide proof that you are over 18 years old? \_\_\_\_\_ ...over 21 years old? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_ License No. \_\_\_\_\_

Do you have a legal right to work in the U.S.? \_\_\_\_\_ Can you provide documentation of your legal right to work? \_\_\_\_\_

Can you perform all physical aspects of this job (including the ability to lift up to 50 lbs.)? \_\_\_\_\_

Describe your use of drugs and alcohol: (continue on last page if necessary)

ABOUT THE JOB

For what position are you applying? \_\_\_\_\_ Salary Requirement: \$ \_\_\_\_\_ per \_\_\_\_\_

Would you accept another position? \_\_\_\_\_ If so, which one? \_\_\_\_\_

Which do you prefer? o full time work o part time work. If part time, about how many hours per week? \_\_\_\_\_

Which will you accept? o full time work o part time work

When could you start working for us full time? \_\_\_\_\_ When are you NOT available to work for us full time?

Table with 7 columns (MONDAY to SUNDAY) and 4 rows of shift options (morning, afternoon, evening, can work anytime).

When could you start working for us part time? \_\_\_\_\_ When are you NOT available to work for us part time?

Table with 7 columns (MONDAY to SUNDAY) and 4 rows of shift options (morning, afternoon, evening, can work anytime).

**ABOUT YOUR WORK EXPERIENCE** (PLEASE START WITH YOUR MOST RECENT POSITION)

COMPANY \_\_\_\_\_ Mo/Yr Hired \_\_\_\_\_ Mo/Yr Left \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

No. Supervised: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Superior's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Major Responsibilities and Accomplishments:

COMPANY \_\_\_\_\_ Mo/Yr Hired \_\_\_\_\_ Mo/Yr Left \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

No. Supervised: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Superior's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Major Responsibilities and Accomplishments:

COMPANY \_\_\_\_\_ Mo/Yr Hired \_\_\_\_\_ Mo/Yr Left \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

No. Supervised: Starting \_\_\_\_\_ Ending \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Superior's Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Major Responsibilities and Accomplishments:

**ABOUT YOUR EDUCATION**

HIGH SCHOOL \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Graduated? \_\_\_\_\_

COLLEGE \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Graduated? \_\_\_\_\_

No. Yrs. Completed \_\_\_\_\_ Major \_\_\_\_\_ Verification Phone (\_\_\_\_) \_\_\_\_\_

ADDITIONAL EDUCATION \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Graduated? \_\_\_\_\_

No. Yrs. Completed \_\_\_\_\_ Major \_\_\_\_\_ Verification Phone (\_\_\_\_) \_\_\_\_\_

Extracurricular activities:

Other training programs completed:

Professional memberships and certifications:

**OTHER COMMENTS & DETAILS** *(IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS)*

Why would you be a good choice for this position?

I certify that the information given by me to Skillings Enterprises Inc. (D.B.A. Iron Rabbit Restaurant & Bar) is true and complete to the best of my knowledge. I understand that if I am employed, discovery that I gave false information during the application process may result in immediate dismissal.

I authorize Skillings Enterprises Inc. to solicit information regarding my education and previous employment, and to contact any and all references I have given on my application, and to conduct a criminal background check, I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the company from any liability for future references it may provide regarding my work history with Skillings Enterprises Inc. or myself. I understand that no representative of Skillings Enterprise Inc. has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if Skillings Enterprises Inc. advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any Skillings Enterprises Inc. property, Skillings Enterprises Inc. is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_