

SKILLINGS ENTERPRISES INC.
IRON RABBIT RESTAURANT & BAR – APPLICATION for Employment

Dear Applicant,

Thank you for your interest in working with us. I think you will find our approach to hospitality to be different from that of our peers. We are always looking for good people to add to our team. Please read the following information carefully. Our company has several significant goals.

1. TO EARN A REPUTATION AS THE BEST EMPLOYER IN THE AREA

We will hire the most qualified people. We will support their development both within and outside the organization. We will talk to them, listen to them, learn from them, pay them well and demand a lot from each of them. Our goal is to have a high retention rate. We believe that only happy and professional staff can give the level of personal service we demand. We see people to be a worthy investment in the future of the company.

2. TO OPERATE THE MOST SUCCESSFUL OPERATIONS IN THE MARKET

Our operation will strive to achieve our primary mission:

- *Recognize everyone who enters our door is important and prove it.*

This will be achieved through commitment to our values and guest engagement standards:

- We will consistently exceed our guest's expectations with impeccable service through, graciousness, efficiency, knowledge, professionalism and integrity in our work.
- We will provide an entertaining, interesting and exciting environment.
- We will develop, create and provide, products that meet the highest standards of quality and value.
- Maintain a clean and organized facility.
- We will always strive to do better.

3. TO BE A GOOD CITIZEN OF THE COMMUNITY AND THE PLANET

We will support the local community through charities, fundraisers, and involvement. We will be environmentally responsible through recycling and conservation of water and utilities.

4. TO BE A MODEL FOR OPEN PARTICIPATORY BUSINESS

Our industry cannot get where it needs to go by doing business the way it has always been done. The industry needs a new model and we are willing to be that model. We will innovate in the areas of compensation, rewards and recognition. We will involve our staff in all areas of policy-making. We will always move in the direction of greater professionalism and fun!

5. TO MAINTAIN A PERSONAL WORKING RELATIONSHIP WITH OUR CREW

We believe the way to achieve the kind of business environment we want is to create a trusting relationship with our crew. In this atmosphere, both crewmembers and the company can work out difficulties and make decisions together.

6. TO HAVE A GOOD TIME

We recognize that people go out to eat because they are looking for a good time, not just a good meal. We will build fun into our company.

Keep in mind, we are not just another food service company, 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.

1. Do not try to complete this application now. Please take it home, give it some thought, and take your time with it. Be sure to fill it out completely, even if you enclose a resume. If a question does not apply to you, mark it "NA" 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.
2. 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.
3. 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 staff to work under the influence of drugs or alcohol.
4. We will verify all your references.
5. 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?
6. 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.
7. When you have completed the application, call **Christian at 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. Be aware that what you do and how you do it are being evaluated throughout the selection process, so dress the part, be on time and show us your best. Remember the saying about first impressions!
8. Based on our observations, your test results and a review of your application, we will notify you within 10 working days (weekdays) from the date of your initial screening about the status of your application. We will either call or send you a letter. If by some chance the 10 days pass without your hearing from us, call the number above.
9. We take crew selection very seriously. If you are a final candidate, you can expect up to three interviews and perhaps several 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. We go to this trouble because our goals and standards are very high. If you are good enough to become part of our crew, you are truly outstanding.

10. 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 give our staff a voice in the selection of their coaches and believe that co-workers are excellent judges of the talents of their peers.
11. We are an equal opportunity employer and we will select only qualified applicants for every position.
12. We will regularly evaluate your performance so you know where you stand and how you are doing. The purpose of the appraisals is to assist with your personal and professional development. Much of the responsibility for performance appraisal rests with your coaches, but we will also ask your coworkers to give us their impressions of your work and ask you to do the same of theirs. Their comments will be part of your performance appraisal. We will also ask you to evaluate the effectiveness of your coaches, and that will become part of their performance appraisal. We do not keep secrets from each other or ignore unproductive behavior.
13. Our success comes from delighting our guests and earning their regular patronage. Everything in our company is focused on achieving this goal. We do not believe in creating any more rules or structure than is necessary to ensure that our guests have a great time every time they dine with us. Success is measured by our results.
14. We often bring new people into our company as part-time staff, moving them to full time (if they want it) or changing their duties when the opportunity for more hours arises and their work performance justifies additional responsibility and the opportunity exists.
15. 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.
16. 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
President/Owner
Iron Rabbit Restaurant & Bar

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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 a 8th 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 drivers license? _____ Class _____ State _____ License No. _____

Do you have a legal right to work in the U.S.? _____ Can you provide documentation of you 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? full time work part time work. If part time, about how many hours per week? _____

Which will you accept? full time work part time work

When could you start working for us **full time**? _____ When are you **NOT** available to work for us full time?

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning
<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon
<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening
<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime

When could you start working for us **part time**? _____ When are you **NOT** available to work for us part time?

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning
<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon
<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening
<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime	<input type="checkbox"/> can work anytime

ABOUT YOUR WORK EXPERIENCE

(PLEASE START WITH YOUR MOST RECENT POSITION)

COMPANY _____ Mo/Yr Hired _____ Mo/Yr Left _____

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 _____

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 _____

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? _____

No. Yrs. Completed _____ Major _____ Verification Phone (_____) _____

COLLEGE _____ City _____ State _____ Graduated? _____

No. Yrs. Completed _____ Major _____ Verification Phone (_____) _____

GRAD SCHOOL _____ 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. 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 _____