

Welcome! Thank you for your interest in joining the team at the Gilda's Family Restaurant! We have been providing a memorable dining experience to locals and visitors for many years. We are family-owned and very proud of Gilda's, our reputation, and the satisfaction of our guests.

Employees of Gilda's are team-oriented nice people who appreciate the customer's viewpoint, and take pride in their appearance, punctuality and reliability. We have fun at work, while maintaining a level of professionalism that keeps our customers coming back.

If this sounds like a good fit for you, please fill out the following questionnaire. Thank you !

Employment Application

Last name	First name	Middle initial	Today's Date
			____ / ____ / ____
Cell phone ()	email address (optional)		
Street address	City	State	Zip code
Position(s) desired	Have you applied here before? (circle) yes no	What would be the "perfect" schedule for you?	
Name(s) of people you know who work for Gilda's:			
Will you have another job while working for Gilda's? If your plans include school, where will you attend? (circle) yes no			
Can you submit proof of legal U.S. identity?		Are you 18 years of age or older? (circle) yes no 21 years or older? (circle) yes no	
Have you ever been convicted of a felony? (will not necessarily disqualify you) Date convicted: County of conviction: (circle) no yes, explain:			
In case of emergency, please notify: (name)	Relationship	Telephone ()	
What does customer service mean to you?			
Training / Education / Skills / Interests			
High school name:	Location:	Graduated? (circle) yes no	
College/Trade School name:	Location:	Circle last year completed: 1 2 3 4	Graduated? Degree earned: (circle) yes no
Do you have current ABC LEAD certification? (circle) yes no (LEAD required for all alcohol server trainees)		Do you have current CA Food Handler's certification? (circle) yes no (CA FHC required before orientation)	
LEAD reservations: Santa Cruz (559) 225-6334 • Salinas (831) 755-1990		Food Handler's Course: www.tapseries.com	
How well do you speak Spanish? English?		List other relevant equipment, communication or information skills, or classes taken:	
Please list hobbies and special interests not including activities that indicate protected characteristics, such as race or religion:			

Employment Record (list most recent first)

Company		Length of service:	
		from:	to:
Street address	City	State	Zip code
Supervisor's name	Supervisor's title	Telephone ()	
Type of work at start	Type of work upon leaving	Reason for leaving	
May we contact this employer? (circle) yes no			

Company		Length of service:	
		from:	to:
Street address	City	State	Zip code
Supervisor's name	Supervisor's title	Telephone ()	
Type of work at start	Type of work upon leaving	Reason for leaving	

Company		Length of service:	
		from:	to:
Street address	City	State	Zip code
Supervisor's name	Supervisor's title	Telephone ()	
Type of work at start	Type of work upon leaving	Reason for leaving	

References

List below two or three references (not a relative or former employer) whom you have known for at least five years:

Name	Address	Occupation	Telephone ()
Name	Address	Occupation	Telephone ()
Name	Address	Occupation	Telephone ()

Please read the following carefully. Your signature is required, and acknowledges you have read, understood and agreed to the information.

I affirm that the information contained in this application is true, complete and accurate. I understand that misrepresentation or material omission of the facts called for herein or receipt of unsatisfactory references may result in disqualification from employment, or, if I am hired, my dismissal from employment.

I authorize investigation of all statements contained in this application form if I am considered for employment. I also authorize previous employers, personal references named, or any other person or website which the company may contact, to give any and all information regarding my employment, a background check, or any other information, personal or otherwise, that may or may not be on their records. I fully release all persons and entities from any and all liability or potential claims resulting from the disclosure, use or dissemination of any such information whether it is favorable or unfavorable.

I understand that I may be required to submit to drug and alcohol screening tests to determine compliance with the company's policy to provide a drug-free workplace. I understand that cooperation in submitting to such a test is a condition of employment, and failure to cooperate will be grounds for termination.

I also understand that any job that I am offered will not be for any set period of time. My employment may be terminated at any time of my own free will or the will of my employer, either with or without cause or advance notice. I further understand that this policy cannot be changed except in writing and then only when signed by me and the company owner and then only where it specifically addresses my "at will" status. I agree that this "at will" condition will be a part of any employment relationship and that this provision is merged into any agreement regarding my employment.

Applicant Signature: _____

Your Availability

(Please tell us when you **CANNOT** work - see example)

One very important eligibility requirement is your availability to work the shifts that we need covered. Please indicate on this sheet any outside obligations that would affect your availability. Keep in mind that we are open 7 days a week for breakfast, lunch and dinner. Please include school obligations, other jobs, clubs, etc. * **note: If you are hired and then your availability changes, this may cause your continued employment here to be re-evaluated.**

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	example
7:00 am								
8:00 am								
9:00 am								
10:00 am								
11:00 am								
12:00 pm								
1:00 pm								
2:00 pm								
3:00 pm								
4:00 pm								
5:00 pm								
6:00 pm								
7:00 pm								
8:00 pm								
9:00 pm								

(cannot work from 10:00 to 12:00)

(available from 12:00 to 5:00)

(cannot work from 5:00 to 9:00)

While employment relationships are terminable at-will, is it your plan that you will stay at least 6 months? ____ yes ____ no

over please . . .

Gilda's Employee Dress Code

Employees of the Gilda's, like people everywhere, have many differing tastes and styles of dress. As interesting as this can be, it is our goal to downplay our differences and to present a consistent, professional appearance to the public.

APPEARANCE AND BEHAVIOR: Applicants should dress for their interview as if coming to work. Anyone serving the public should always look his or her best. Your appearance and how you are dressed reflects the standards of hygiene and cleanliness of the entire restaurant. The customer arrives with certain expectations, and how you look can have a lot to do with how a visit is perceived, enjoyed and remembered. A neatly groomed employee in a properly pressed uniform, with a smiling face can go a long way toward making a customer's visit comfortable and memorable. For these reasons, you should not arrive for work sick, hungover or intoxicated, or too tired to do your best job.

PERSONAL HYGIENE: Face should be washed and fingernails clean. Always shower before your shift, and use deodorant. Wear freshly-laundered clean-smelling clothes. Always wash your hands before starting work, after using the restroom, and after eating. Your hair should be clean and well-groomed. Long hair must be pulled back to keep out of food and drinks. Men are either clean-shaven or beards trimmed to 1/2 inch maximum. If growing a beard, time must be taken off work until satisfactorily grown in. Men must wear sleeves, and women may not wear sleeveless clothing unless their armpits have been shaved.

MALE APPLICANTS

SHIRT: Long or short sleeve dress or polo shirt in solid black or white or colors. Must be clean, pressed and tucked in.

PANTS: Black dress pants, tailored look with belt. Pants must be pressed, no wrinkles.

SHOES: Black shoes only, walking type OK as long as dressy-looking. Must protect feet with closed toes.

FEMALE APPLICANTS

UNIFORM: High quality, stylish black or white top, black tailored pants, black or white skirt of modest length, or black or white culottes.

BLOUSE: Modest style only, must be tucked in at all times, even before opening, and remain tucked in throughout the normal course of duty. Bra or appropriate undergarments must be worn, but no undergarments or straps showing. A crisp, conservative look is our goal, not sexy or blatantly exposed.

PANTS: Full-length black dress pants, tailored look. Pants must be pressed, no wrinkles.

SHOES & SOCKS: Any black shoes that are clean or polished, walking shoes OK if they don't look like tennis shoes. Must protect feet with closed toes. No socks unless wearing pants.

HOSE: (optional) Must be plain with no pattern.

What NOT to wear to your interview:

1. Too formal: tuxedo shirts, frilly or ruffled shirts or sequined gowns and high heels or high boots are beautiful, but are overkill for our dining room.
2. Too casual: thongs, slippers, sandals, workout gear such as white socks, sweats, tank tops, spandex, sports shoes and low-rise pants are for your day off.
3. Overly revealing attire: micro miniskirts and low-cut tops are too much. Make sure there is no more than three or four inches between knee and hem. Breasts, back and arms should be mostly covered also. Avoid overly-snug fits.
4. Bare midriff: you need at least one inch of room between body and fabric, and your shirt should be long enough for you to reach your hands over your head without revealing your midriff at all.
5. Underwear as outerwear: camisoles or visible bra straps and frilly lingerie looks are simply not appropriate in a nice restaurant. Be conservative.
6. Work clothes: jeans, pants with cargo pockets sewn on the outside, work pants, cowboy boots and work boots look too industrial and not crisp.
7. Grungy look: facial hair must be neatly trimmed, no visible armpit hair, old, holy or worn clothing, rumpled, stained designer garments, or chains are not appropriate.
8. Extreme accents: don't do it - whether it's blue or magenta streaks in your hair, super-long or wild-colored fingernails, or too much cologne, a good rule is to try to be more uniform than to stand out.
9. Visible piercings and tattoos: studies show that most people view body jewelry as unprofessional and that people with multiple piercings are less likely to be hired or promoted. With the exception of modest earrings, jewelry worn in any piercing of your face, including eyebrow, cheek, tongue or nose, must be removed while at work. New piercings must be healed, and jewelry removed, before your next scheduled shift. It may be necessary, therefore, for you to take time off work for a new piercing to heal. Band-aids or cover-ups may *not* be worn over piercings. Tattoos must be covered up, either by acceptable clothing, or special make-up.
10. Finally, as a rule of thumb, if you have any doubt if you are dressed appropriately - go back and change.