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VILLAGE INN
AND TAVERN

APPLICATION FOR EMPLOYMENT



STATEMENT OF VALUES

Dear Applicant,

Welcome to the Village Inn & Tavern in Belgrade Lakes, Maine. Prior to completing the application for employment, please understand that we are serious about creating a productive working environment for our staff and maintaining the highest levels of quality, service and attention for our guests.

We want you to understand that we also believe in living our values, some of which are:

- We believe that good enough is not.
- We believe in doing business in a professional and orderly manner.
- We believe in honesty and integrity.
- We believe that only a happy and professional staff can give the level of personal service we demand.
- We believe in ongoing training and development of our staff and see it as a worthy investment in the future of the Village Inn & Tavern.
- We believe in providing legendary service.
- We believe that everyone is capable of being an A+ player.

If this feels like an environment for you, please complete the application.

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

Position(s) applying for _____ Date ____/____/____

How did you find out about this job? Online Employee Walk-in Relative Other _____

Why are you seeking a job at this time? _____

APPLICANT INFORMATION

First Name _____ Middle _____ Last _____

Street Address _____ SS # _____

City / State / Zip _____ Phone (____) _____

If hired, do you have a reliable means of transportation to get to work? Yes No

Are you legally eligible for employment in the U.S.? Yes No (Proof of employment eligibility is required if hired.)

Have you been convicted of a crime? Yes No If yes, state the nature of the offense and disposition case. Include dates and places. (NOTE: The existence of a criminal record doesn't constitute an automatic bar to employment.)

Do you use illegal drugs? Yes No How many days of work did you miss last year? _____

Are you a veteran Yes No If yes, give dates of service: From: _____ To: _____

List any special skills or training: _____

EMPLOYMENT INFORMATION

Are you seeking full time, part time, or temporary employment? _____

What hours and shift(s) would you prefer to work? _____

List times you are not available to work : _____

Are you willing to work overtime? Yes No Weekends? Yes No Holidays Yes No

Are you currently employed? Yes No If hired, when would you be able to start? _____

Have you ever worked for this organization before? Yes No If yes, when? _____

List any friends or relatives employed by this company: _____

Have you ever been discharged or asked to resign from any position? Yes No If yes, please describe: _____

Are you able to lift at least twenty pounds and stand for at least six hours at a time? Yes No

EDUCATION (circle highest level achieved)

Secondary: 9, 10, 11, 12 GED	College: 1, 2, 3, 4, +
Name of School: _____	Name of School: _____
Location: _____	Location: _____
_____	Degree & Major: _____

WORK HISTORY

1. Company: _____ Phone: (____) _____
Address: _____ City/State/Zip _____
Dates of Employment: From: _____ To: _____
Job Title: _____ Supervisor's Name & Title: _____
Describe duties briefly: _____
Specific reason for leaving: _____
2. Company: _____ Phone: (____) _____
Address: _____ City/State/Zip _____
Dates of Employment: From: _____ To: _____
Job Title: _____ Supervisor's Name & Title: _____
Describe duties briefly: _____
Specific reason for leaving: _____
3. Company: _____ Phone: (____) _____
Address: _____ City/State/Zip _____
Dates of Employment: From: _____ To: _____
Job Title: _____ Supervisor's Name & Title: _____
Describe duties briefly: _____
Specific reason for leaving: _____

Do you have work experience in the Food Service industry that is not listed above? Yes No If yes, please provide details including reason for leaving: _____

May we contact the employers listed above? Yes No

List the employers you do not wish us to contact and why: _____

AUTHORIZATIONS & AT-WILL EMPLOYMENT AGREEMENT

(PLEASE READ CAREFULLY, THEN SIGN AND DATE BELOW.)

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify the Village Inn & Tavern management if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize the Village Inn & Tavern to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to the Village Inn & Tavern and do hereby release my current and former employers from liability for providing information to The Village Inn & Tavern.

Upon termination of my employment for whatever reason, I release The Village Inn & Tavern from all liability for supplying any information concerning my employment to any potential employer.

I authorize The Village Inn & Tavern, to conduct a background check, and any other investigative report deemed necessary through various third-party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by The Village Inn & Tavern at any time thereafter. I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company designated physician.

AT-WILL EMPLOYMENT AGREEMENT

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between The Village Inn & Tavern and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I have read, understand, and agree to the above.

Signature _____ Date: _____

Name (please print) _____

JOB DESCRIPTIONS

Below is a brief summary of some of the qualifications of several jobs at The Village Inn & Tavern. When completing the application, you are asked which position(s) you are applying for. Take a moment to read through the job description(s) that you may be interested in to ensure that you are familiar with, and are able to meet the requirements needed to fill that position.

Keep in mind that a restaurant is a fast-paced, demanding, and dynamic work environment. Employees must be able to adapt quickly as the needs of the business require. Employees are expected to be able to regularly adhere to the scheduling requirements of the restaurant and work non-traditional hours including, late nights, weekends, and holidays.

BARTENDER

- Be 21 years of age.
- Have 1 year of experience as a bartender in a high volume restaurant.
- Have a basic knowledge of service procedures and functions.
- Possess basic math skills and have the ability to handle money and operate a cash register.
- Be able to work in a standing position for long periods of time.
- Be able to reach, bend, stoop and frequently lift up to 40 pounds.
- Be able to safely lift and easily maneuver inventory items, food, and equipment weighing 20-25 pounds.
- Evening, Weekends, and Holidays availability required.

SERVER

- Be 21 years of age.
- Have 1 year of experience as a server in a high volume restaurant.
- Have a basic knowledge of dining room and service procedures and functions.
- Possess basic math skills and have the ability to handle money.
- Be able to work in a standing position for long periods of time.
- Be able to safely lift and easily maneuver inventory items, food, and equipment weighing 20-25 pounds.
- Evening, Weekends, and Holidays availability required.

HOST/HOUSTESS

- Be 21 years of age.
- Have 1 year of experience as a host in a high volume restaurant.
- Have a basic knowledge of dining room and service procedures and functions.
- Be able to work in a standing position for long periods of time.
- Be able to safely lift and easily maneuver inventory items, food, and equipment weighing 20-25 pounds.
- Evening, Weekends, and Holidays availability required.

LINE COOK / PREP COOK

- Have a basic knowledge of back-of-house and food service procedures and functions.
- Working knowledge of numerous culinary techniques.
- A minimum of 1 year (Prep Cook) 2 years (Line Cook) of experience in kitchen preparation and cooking.
- At least 6 months experience in a similar capacity.
- Must be able to communicate clearly with managers, back-of-house, and front-of-house personnel.
- Be able to reach, bend, stoop and frequently lift up to 40 pounds.
- Be able to work in a standing position for long periods of time.
- Afternoon, Evening, Weekends, and Holidays availability required.

DISHWASHER

- No previous restaurant experience required.
- Be able to work in hot, wet, humid and loud environments for long periods of time.
- Be physically able to lift, reach, bend, and stoop.
- Be able to work in a standing position for long periods of time.
- Be able to safely lift bags, cases and stacks weighing up to 60 pounds up to 30 times per shift.
- Afternoon, Evening, Weekends, and Holidays availability required.

BUSSER

- No previous restaurant experience required.
- Can safely lift and easily maneuver inventory items, food, and equipment weighing up to 25 pounds.
- Be able to work in a standing position for long periods of time.
- Evening, Weekends, and Holidays availability required.

HOUSEKEEPER

- Be at least 21 years of age.
- Have 1 year of experience as a housekeeper in a busy environment.
- Can safely lift and easily maneuver inventory items, and equipment weighing up to 25 pounds.
- Be able to work in a standing position for long periods of time.
- Early morning and afternoon availability required.

Submit your application:
(choose one of the three options)

- 1- Deliver in-person during seasonal business hours: April - December
- 2- Email application to: villageinnandtavern@gmail.com
- 3- Mail application:

Village Inn & Tavern
PO BOX 282
Belgrade Lakes, ME 04918
ATTN: Hiring Manager