



Application Must Be Filled Out Completely

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Social Security No. \_\_\_\_\_ In case of emergency contact \_\_\_\_\_

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

Permanent Address \_\_\_\_\_

Do you have any physical or mental limitations which would prevent you from safely and substantially performing the job for which you are applying or which would require accommodation? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Have you ever been convicted? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Are you at least the age of 19? (required by law to serve alcoholic beverages) \_\_\_\_\_

Please list all organizations of which you are, or ever have been, a member (exclude organizations pertaining to age, race, sex, religion, ancestry, handicap, color or national origin): \_\_\_\_\_

Transportation \_\_\_\_\_

How much notice to work if called in on short notice? \_\_\_\_\_

How many miles is your home from La Comedia? \_\_\_\_\_

Position desired \_\_\_\_\_ Salary desired \_\_\_\_\_

If hired, how long do you expect to work with us? \_\_\_\_\_

Date you can start \_\_\_\_\_ Do you desire:  Part time Work  Permanent Work  Full time Work  Temporary Work

Are you now employed? \_\_\_\_\_ If "yes", why do you wish to change jobs? \_\_\_\_\_

Have you applied to La Comedia before? \_\_\_\_\_ When? \_\_\_\_\_

Do you know anyone presently employed by La Comedia? \_\_\_\_\_ Who? \_\_\_\_\_

Check times you are **NOT** available to work:

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAY	EVE	DAY	EVE	DAY	EVE	DAY	EVE	DAY	EVE	DAY	EVE	DAY	EVE

Scheduling preferences: Each employee must be willing to work a minimum of three shifts per week.

How many shifts would you be interested in working each week?

3 shifts ; 3-4 shifts ; 4-5 shifts ; 5-6 shifts ; as much as possible

(Please note that shifts vary according to the position. Although some day shift hours are involved, most positions require working evenings.)

Why do you think you are the best possible person for this position? \_\_\_\_\_

☆☆ ALL APPLICANTS MUST COMPLETE THE FOLLOWING EXAMINATION ☆☆

I. Sentence Completion

Complete the following sentences with the first idea that comes to your mind.  
Be sure to make each one a complete sentence.

1. My strongest trait is \_\_\_\_\_
2. My weakest trait is \_\_\_\_\_
3. A good rule to follow when working \_\_\_\_\_
4. I am best when \_\_\_\_\_
5. I need \_\_\_\_\_
6. I can't \_\_\_\_\_
7. Listening is \_\_\_\_\_
8. Being on time is \_\_\_\_\_
9. My past \_\_\_\_\_
10. A boss should \_\_\_\_\_
11. I wish I could \_\_\_\_\_
12. What pains me is \_\_\_\_\_
13. My greatest worry is \_\_\_\_\_
14. A difficult job \_\_\_\_\_
15. Rules should be \_\_\_\_\_
16. When I get angry, I \_\_\_\_\_
17. My hobbies are \_\_\_\_\_

II. Restaurant Aptitude

1. In your opinion, how should dinner theater customers be treated? \_\_\_\_\_  
\_\_\_\_\_
2. Why do you think you would like to work at La Comedia Dinner Theatre? \_\_\_\_\_  
\_\_\_\_\_
3. In your opinion, number the following in order of importance to dinner theater customers.  
\_\_\_\_\_ Fast Service    \_\_\_\_\_ Courtesy    \_\_\_\_\_ Cleanliness    \_\_\_\_\_ Good Food
4. A customer has an \$11.00 bar bill. She gives you \$15.00, tells you to take a 15% tip and bring her the change. You will bring her \_\_\_\_\_ dollar(s) \_\_\_\_\_ cents.
5. A customer gives you a five dollar bill, a one dollar bill, a quarter and 2 nickels. His bill is \$7.31. How much change should he get back? \_\_\_\_\_
6.  $\$6.40 + 4 =$  \_\_\_\_\_                       $64 + 35 =$  \_\_\_\_\_  
 $\$7.45 \times 9 =$  \_\_\_\_\_                       $74 - 47 =$  \_\_\_\_\_  
 $49c \times 8 =$  \_\_\_\_\_                       $12 + 7 - 11 + 19 - 9 =$  \_\_\_\_\_

## EDUCATION

SCHOOLS

NAMES AND ADDRESS OF SCHOOLS ATTENDED

GRADUATED

High School

\_\_\_\_\_

Yes  No

\_\_\_\_\_

Yes  No

College or

\_\_\_\_\_

Yes  No

University

\_\_\_\_\_

Yes  No

Are You studying now? \_\_\_\_\_ School \_\_\_\_\_ Subject \_\_\_\_\_

What office machines can you operate? \_\_\_\_\_

### FORMER EMPLOYERS

Date Month & Year	Name & Address	Phone	Supervisor	Position(Describe)	Reason for Leaving
To: From:					
To: From:					
To: From:					
To: From:					

### PERSONAL REFERENCES

Give below the names of three persons not related to you, whom you have known at least one year.

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ BUSINESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that all statements and information given on this application are correct and complete to the best of my ability. I also realize that any omission, falsification or misrepresentation of this or any other personnel record may result in my discharge (if hired) or the elimination of my application from consideration. I understand that my employment with "La Comedia" is at will and may be terminated at any time with or without cause. La Comedia may establish and revise its work rules at any time.

**APPLICANTS:**

Please note that your application will be reviewed by our Personnel Director. Should a position become available that would suit your qualifications, the Personnel Director would then, and only then, contact you for an interview. All Applicants do not receive an interview.

We appreciate and thank you for your interest in La Comedia Dinner Theatre.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please use this space for any additional information you would like to tell us about yourself.

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**FOR OFFICE USE ONLY**

**IF HIRED:**

Interviewer \_\_\_\_\_

Social Security No. \_\_\_\_\_

Date \_\_\_\_\_

Reporting Date \_\_\_\_\_ Rate \_\_\_\_\_

Active \_\_\_\_\_

Position \_\_\_\_\_

Inactive \_\_\_\_\_