



APPLICATION FOR EMPLOYMENT

THE OLIVE TREE is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.

Since we are in the hospitality industry, which is first and foremost | The Servicing of CUSTOMERS | to help eliminate all distractions from our focus being on **THE CUSTOMER**, at **THE OLIVE TREE** we adhere to a **NO CELL PHONE WHILE WORKING** policy! If you feel you cannot do your job at work without a cell phone then please do not complete this application.

Last Name	First Name	Social Security Number	Date (M/D/Y)
Other names you are known by		Are you less than 18 years of age? Yes ___ No ___ (THE OLIVE TREE is required to comply with federal, state, or provincial law.)	
U.S. Applicant Only: Are you legally eligible for employment in the U.S.? Yes ___ No ___ (All new hires will be required to provide proof of eligibility to work in the U.S.)		Have you been convicted of a crime in the last seven (7) years? Yes ___ No ___ If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.	
Permanent Address: Street		City	State/Province Zip Code
Email Address:			
Phone Number:	Daytime	Evening	Cell Referred By

EMPLOYMENT DESIRED (if you are applying for a host/hostess hourly position, please keep in mind that the availability of hours may vary.)							
Position	Location/Department			Salary Desired	Date You Can Start		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Specify hours available for each day of the week:							
Have you ever worked for THE OLIVE TREE ?				If yes, when?			

EDUCATION		Circle Last Years Completed				Did You Graduate?		Subjects Studied and Degrees Received				
		Name and Address of School										
High School						1	2	3	4	Y	N	
College						1	2	3	4	Y	N	
Post College						1	2	3	4	Y	N	
Trade, Business, or Correspondence School						1	2	3	4	Y	N	

List skills relevant to the position applied for _____

Please describe a good customer service experience that you have had. _____

Please describe a bad customer service experience that you have had. _____

Why would you like to work for **THE OLIVE TREE**? _____

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? _____

PLEASE COMPLETE ENTIRE APPLICATION TO ENSURE PROCESSING

FORMER EMPLOYERS

List below current and last three employers, starting with the most recent one first. Please include and non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

From:	Current Employer (Name & Address of Employer – Type of Business)	Salary or Hourly Starting _____ Ending _____ If hourly, avg. # of hours per week _____	Position	Reason for Leaving
To:				
1 Duties Performed				
Supervisor's Name		Phone Number	May We Contact?	
From:	Previous Employer (Name & Address of Employer – Type of Business)	Salary or Hourly Starting _____ Ending _____ If hourly, avg. # of hours per week _____	Position	Reason for Leaving
To:				
2 Duties Performed				
Supervisor's Name		Phone Number	May We Contact?	
From:	Previous Employer (Name & Address of Employer – Type of Business)	Salary or Hourly Starting _____ Ending _____ If hourly, avg. # of hours per week _____	Position	Reason for Leaving
To:				
3 Duties Performed				
Supervisor's Name		Phone Number	May We Contact?	
From:	Previous Employer (Name & Address of Employer – Type of Business)	Salary or Hourly Starting _____ Ending _____ If hourly, avg. # of hours per week _____	Position	Reason for Leaving
To:				
4 Duties Performed				
Supervisor's Name		Phone Number	May We Contact?	

REFERENCES Give below the names of three professional references, which you have known at least one year.

Name	Address & Phone	Business	How do you know this person? How Long?
1			
2			
3			

I hereby authorize **THE OLIVE TREE** to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by **THE OLIVE TREE** to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of **THE OLIVE TREE**. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate **THE OLIVE TREE** to hire me.

(U.S. APPLICANTS ONLY: I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or THE OLIVE TREE at any time without prior notice for any reason)

Date _____ Signature _____