Application for Employment

5011 Northwest Hwy
Crystal Lake, IL 60014
815-459-2100
Statement of Values

Dear Applicant:

Welcome to Around the Clock Restaurant & Bakery. 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 believe that just being “good” is not good enough. Our goal is for all of our employees to work together as a team in order to create a family restaurant that the entire community can be proud to call their own. You must understand that we are in the service industry and you will be required to work weekends and holidays in order to better serve our community. Our menus display the words. “Welcome. We are glad you’re here!” This is more than a slogan to us. This is the personal and business philosophy at Around the Clock.

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

- We believe in treating people the way you would want to be treated.
- 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 the ongoing training and development of our staff and see it as a worthy investment in the future of the company.
- We believe in providing legendary “wow” service – the unique and powerful sort of personal care and attention that our guests tell stories about.
- We believe that everyone is capable of being an A+ player.

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

Fano & Steve Theofanous
Owners
Around the Clock Restaurant & Bakery - 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.

** PLEASE PRINT CLEARLY **

Position(s) applied for ____________________________________________________ Date ___ / __ / ______

How did you find out about this job?  ☐ Newspaper  ☐ Employee  ☐ Walk-in  ☐ Relative  ☐ Other ____________________________

Why are you seeking a new job at this time? ________________________________________________________________

** Applicant Information **

First Name ___________________________ Middle ___________________________ Last ___________________________

Street Address ___________________________________________ Social Security No. __________________________

City/State/Zip ___________________________________________ Phone (____) _________________________________

If hired, do you have a reliable means of transportation to get to work? ____________ Describe __________________________

Are you at least 18 years old? ______  If you are under 18 years of age, can you furnish a work permit? __________________________

Driver’s License No. ___________________________________________ State ______ Expiration Date ______

Are you legally eligible for employment in the U.S.? ______ (Proof of U.S. citizenship or immigration status is required if hired.)

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

** Employment Information **

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

What hours and shift(s) would you prefer to work? AM  PM  BOTH____________________________

List times you are not available to work and why? __________________________________________________________

Are you willing to work overtime? ______  Weekends? ______  Holidays? _____

Are you currently employed? ________  If hired, when would you be able to start? ____________________________

Have you ever worked for this organization before? ______

List any friends or relatives employed by this company: ______________________________________________________

Have you ever been discharged or asked to resign from any position? ______  If yes, please describe: __________________________

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all these tasks with or without reasonable accommodation? _____  Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need: ____________________________________________________

Please describe: _____________________________________________________________________

3
Education (circle highest level achieved)

Elementary:  1  2  3  4  5  6  7  8  Secondary:  9  10  11  12  G.E.D
Name of School: ____________________  Name of School: ____________________
Location of School: ____________________  Location of School: ____________________
If in high school, are you enrolled in a recognized co-op program?  ☐ Yes ☐ No
If yes, identify program and school: ____________________

Name of School: ____________________
Name of School: ____________________
Location of School: ____________________
Degree & Major: ____________________
Minor: ____________________

Work History (please begin with most recent)

1. Company ____________________  Phone No. with Area Code (_______)
   Address ____________________  City/State/Zip ____________________
   Dates of Employment: From ____________ To ____________  Salary: Beginning ____________ Ending ____________
   Job Title ____________________  Supervisor’s Name & Title ____________________
   Describe duties briefly: ____________________
   Specific reason for leaving: ____________________

2. Company ____________________  Phone No. with Area Code (_______)
   Address ____________________  City/State/Zip ____________________
   Dates of Employment: From ____________ To ____________  Salary: Beginning ____________ Ending ____________
   Job Title ____________________  Supervisor’s Name & Title ____________________
   Describe duties briefly: ____________________
   Specific reason for leaving: ____________________

3. Company ____________________  Phone No. with Area Code (_______)
   Address ____________________  City/State/Zip ____________________
   Dates of Employment: From ____________ To ____________  Salary: Beginning ____________ Ending ____________
   Job Title ____________________  Supervisor’s Name & Title ____________________
   Describe duties briefly: ____________________
   Specific reason for leaving: ____________________

4. Company ____________________  Phone No. with Area Code (_______)
   Address ____________________  City/State/Zip ____________________
   Dates of Employment: From ____________ To ____________  Salary: Beginning ____________ Ending ____________
   Job Title ____________________  Supervisor’s Name & Title ____________________
   Describe duties briefly: ____________________
   Specific reason for leaving: ____________________

May we contact the employers listed above?  _____  If not, list the employers you do not wish us to contact and why:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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 this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company 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 this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, 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 this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment, in the event I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job-related, 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 company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation 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 understand that only the company’s owners are authorized to change the employment-at-will status and such a change can only be done in writing. I have read, understand, and agree to the above.

Signature __________________________________________ Date ______________________

Name (please print) __________________________

Application must be returned to a manager. All applicants must call to schedule an interview (815)-459-2100.

Interviews will be held Monday-Thursday from 8:30-9AM, 2:00-2:30PM, and 5:00-5:30 PM.
# Around the Clock Shift Availability

Name: __________________________________________

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours of Operation</th>
<th>Hours Available for Work</th>
<th>Hours Unavailable for Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>6AM - Midnight</td>
<td>______ - _______</td>
<td>And _______ - _______</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6AM - Midnight</td>
<td>______ - _______</td>
<td>And _______ - _______</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6AM - Midnight</td>
<td>______ - _______</td>
<td>And _______ - _______</td>
</tr>
<tr>
<td>Thursday</td>
<td>6AM - Midnight</td>
<td>______ - _______</td>
<td>And _______ - _______</td>
</tr>
<tr>
<td>Friday</td>
<td>6AM - 24 Hours</td>
<td>______ - _______</td>
<td>And _______ - _______</td>
</tr>
<tr>
<td>Saturday</td>
<td>24 Hours</td>
<td>______ - _______</td>
<td>And _______ - _______</td>
</tr>
<tr>
<td>Sunday</td>
<td>Open - Midnight</td>
<td>______ - _______</td>
<td>And _______ - _______</td>
</tr>
</tbody>
</table>

So we can better understand your needs, please include a brief description of why you are unavailable.

**Example:** From 6am to 9am on weekdays I have to get my children off to school.

**I cannot work these hours because:**

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________