

# HAPPY DAY CORPORATION

## Employment Application

**All Happy Day Restaurants are DRUG FREE workplaces.**

**POSITIONS INTERESTED IN: (CIRCLE AND NUMBER IN ORDER OF PREFERENCE)**

<input type="checkbox"/> Host / Hostess	<input type="checkbox"/> Cashier	<input type="checkbox"/> Server	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Driver
<input type="checkbox"/> Prep Cook	<input type="checkbox"/> Line Cook	<input type="checkbox"/> Supervision	<input type="checkbox"/> Catering	<input type="checkbox"/> Part time Catering
<input type="checkbox"/> Janitorial	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Facility Maintenance	<input type="checkbox"/> Equipment Maintenance	

Quick Serve - any position

The following information is requested in order to help us make the best possible placement within the company. The company is an equal opportunity employer, and in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental handicap, or veteran/reservist status.

Each section and question must be fully and accurately answered. No action will be taken on an incomplete application.

This application is current for sixty (60) days, at the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_  
First Middle Last

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**CITY / STATE / ZIP** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

May we add you to our mailing list for future opportunities?  YES  NO

Are you 18 or older?  YES  NO If under 18, date of birth and age. \_\_\_\_\_

**EDUCATION**

High School \_\_\_\_\_ # of Yrs. in Attendance \_\_\_\_\_

College \_\_\_\_\_ Major \_\_\_\_\_ # of Yrs. in Attendance \_\_\_\_\_

Have you ever been convicted of a felony?  YES  NO  
 (A conviction does not automatically disqualify you from employment.)

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
<b>Hours Available to Work</b>							
Total hours requested per week _____	How long do you intend to keep this job? _____						
Do you have a car? <input type="checkbox"/> YES <input type="checkbox"/> NO	Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO		Insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO				

If you were referred by a current Happy Day employee please list their name \_\_\_\_\_

**NON-RELATIVE REFERENCES**

Name	Phone #	Relationship
_____	_____	_____
_____	_____	_____

<b>WORK EXPERIENCE (list last three jobs - starting with present or most recent employer)</b>					
May we contact these employers? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Company (name and address)	Position	Employed		Supervisor (name and number)	Ending Wage
		From	To		
1)					
Reason for leaving:					
2)					
Reason for leaving:					
3)					
Reason for leaving:					
<b>Restaurant Experiences Not Listed Above:</b> _____					

**Reference Check Disclaimer:**

This Employment Application is used to notify you that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning your employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, financial sources, and custodians of official records. Only job-related information developed from such a report will be considered in evaluating your employment application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.

I authorize Happy Day to release to any person, firm, entity or organization with whom I may seek employment in the future, any truthful information concerning my work experience with Happy Day. I hereby release and hold Happy Day Corp. harmless from any claim for releasing any truthful information within its knowledge and/or records.

I have had an opportunity to have my questions about this statement's content and intent answered and understand its terms.

The information given in my application is true and complete. I understand that false statements on this application may result in dismissal.

**Employment Application Disclaimer:**

I understand and acknowledge that the Company does not make offers of employment to, or enter into employment contracts with, prospective or existing employees for any fixed or definite period of time, and that in the event of my employment with the Company and regardless of the date thereof, my employment and compensation can be terminated with or without cause and with or without prior notice at any time at the option of either the Company or myself.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Happy Day Use:	
Communication: _____	Appearance: _____
Agility: _____	Overall Impression: _____

# PATA Handout

Thank you for applying at Happy Day Corporation. Below is some of the key information you need to know should you begin employment with our company. Return this with your application.

**Pay** – We believe we have the best pay and benefit plan in the food service industry in this area. We are very proud to offer it to our hard working employees.

1. Starting wage based on experience.
2. Periodic salary reviews.
3. Benefits: (May change without being reflected on this printout.)
  - ▶ 50% Employee Meal (100% after 1 year - Idaho employees only)
  - ▶ 25% VIP discount card after training
  - ▶ 25 cent raise after training test completed (Idaho Fast Serve Only)
  - ▶ Daycare re-imbusement (50-75 cents for hours worked)
  - ▶ When possible, management vacancies are filled from within
  - ▶ Quarterly Grade Bonuses for high school students
  - ▶ Tuition Assistance for college students

## **Appearance:**

We take a lot of pride in our restaurants and want our employees to uphold the positive image we have created. **All uniforms must look professional, be kept neat, clean, crisp, & ironed.**

### **Men:**

- 1 **Hair** — Must be well-groomed and not past the collar for front of the house staff. Kitchen staff must keep hair under their hat. Hats must be worn, bill forward, at all times. No extreme looks such as dying or shaving the head.
- 2 **Facial Hair** — ALL Employees must be clean shaven every day upon arrival at work. Moustaches and beards may be worn if fully grown prior to start date, facial hair may not be grown after employment begins. \*\*
- 3 **Personal Hygiene** — Use of deodorant is required, heavy cologne is discouraged, fingernails must be clean and not extend beyond the fingertip.
- 4 **Jewelry** — Employees may wear one ring per hand and a wrist watch. Earrings, bracelets, and visible necklaces are **not allowed**.

Small nose stud (jewel no larger than 2 mm) are allowed. \*\*

No other visible body piercing will be allowed, **including tongue rings**. (Clear flat plugs may be used as spacers for tongue rings.

Full serve front employees may wear one earring per ear. Must be a stud (less than 1/4" diameter) or small hoop (smaller than the size of a dime).

- 5 **Shoes** — Black work shoes or dress shoes. Keep comfort and safety in mind when selecting shoes, rubber soled shoes are recommended. Shoes must be laced and tied – no slip on or sandal types. Black socks are recommended – light colored socks can not show from beneath pants.
- 6
- 6 **Pants** — Black Jeans. Pants must sit at the natural waist, be appropriate length (mid-shoe, not dragging on floor, not showing socks) and well kept (no frayed edges or holes). If belt loops are present a solid black belt must be worn.
- 7 **Tattoos** — Visible tattoos are allowed when approved by manager. No vulgar, satanic, racist or otherwise offensive tattoos will be allowed.

\*\* **Exceptions for Arby's Employees:** no facial hair, no facial piercing

### **Women:**

**Hair** — Must be well-groomed at all times. If hair touches the shoulder, it must be pulled back. Long hair must be braided, 1 in a bun, or in a net. No extreme looks such as dying or shaving the head.

2 **Personal Hygiene** — Use of deodorant is required. Heavy makeup or perfume is discouraged. Fingernails should not exceed 1/8" beyond the fingertip. No nail polish is allowed for fast serve employees.

Full serve servers and support staff may wear nail polish in approved colors (reds or pinks).

3 **Jewelry** — Employees may wear one ring per hand and a wrist watch, no more than 3 earrings per ear. Must be small studs (less than 1/4" in diameter) or small hoop (no larger than a quarter ).

Full Serve Only - Earrings - maximum of 3 earrings per ear. If one earring is worn it must be a stud (less than 1/2" in diameter) or hoop (no larger than a quarter). If multiple earrings are worn the stud (or studs) must be less than 1/4 " in diameter each.

Small nose stud (jewel no larger than 2 mm) are allowed.

No other visible body piercing will be allowed, **including tongue rings**. (Clear flat plugs may be used as spacers for tongue rings) \*\*

**Visible necklaces and bracelets are not allowed.**

4 **Shoes** —Black work shoes or dress shoes. Keep comfort and safety in mind when selecting shoes, rubber soled shoes are recommended. Shoes must be laced and tied – no slip on or sandal types. Black socks are recommended – light colored socks can not show from beneath pants.

5 **Pants** — Black Jeans or Slacks ( no stretch pants). Pants must sit at the natural waist , be appropriate length (mid-shoe, not dragging on floor, not showing socks) and well kept (no frayed edges or holes). If belt loops are present a solid black belt must be worn.

6 **Tattoos** — Visible tattoos are allowed when approved by manager. No vulgar, satanic, racist or otherwise offensive tattoos will be allowed.

\*\* **Exceptions for Arby's Employees:** no facial piercing, no hoop earrings

**Transportation** – Employees are required to have reliable transportation to and from work.  
We discourage people from walking after dark for their safety.

**Attitude** –  
-We expect your attitude to be happy and friendly.  
-We reward those who are able to lead others.  
-We look for individuals who are highly competitive, who can work hard without complaint and control themselves while lifting others during periods of stress or difficulty.

I have read and understand the above stated conditions of employment at Happy Day Corporation.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***HAPPY DAY CORPORATION***  
**Drug and/or Alcohol Testing Consent Form**  
**(Prospective Employee)**

As a part of my application for employment with **Happy Day Corporation** I consent to take a drug and/or alcohol test as part of the company's **DRUG FREE WORKPLACE** policy.

I understand that if I test positive for the presence of illegal drugs and/or alcohol I will not be offered employment with the company.

I understand that the company may begin orientation and training prior to receiving the results of my drug and/or alcohol test. However, this does not exclude me from the pre-hire **DRUG FREE WORKPLACE** policy.

I understand that the collection, testing and reporting of my specimen will be done in accordance with standard chain of custody procedures. If I am taking any prescription medication I will be afforded an opportunity to reveal that information at the time of collection.

I understand that in the event I do not work more than thirty (30) days with **Happy Day Corporation** the cost of my pre-employment test will be deducted from my final check.

I consent to the release of my test results to management officials at **Happy Day Corporation** and understand that those results will be held in confidence by them.

I understand that the drug and/or alcohol tests results and related documentation are the property of **Happy Day Corporation**.

I have read and understand the terms of **Happy Day Corporation's DRUG FREE WORKPLACE** policy.

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Applicant's Name (print)

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Applicant's Phone #

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Applicant's Signature

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Date