

APPLICATION FOR EMPLOYMENT



Please **PRINT** clearly and **COMPLETE** all items using blue or black ink.

DATE: _____

* Are you 18 or over?
If under 18 can you furnish a work permit?

Yes No
 Yes No

All offers of employment are subject to verification of your legal right to work in the United States. If offered employment, you will be notified of the proof you will need to submit to the Company to establish your right to work in the United States.

Full Name - Last First Middle Telephone # Home Cell

Address: Street Apt. # City State Zip

Have you used any other name? Yes No If Yes, please List: _____

How did you learn about Ruby's? Walk-in Newspaper School Referral Internet Other _____

Have you ever worked for Ruby's Diner before? Yes No If Yes, When / Where? _____

Do you have any relatives working at Ruby's? Yes No If Yes, Name / Location? _____

CONVICTION OF A CRIME WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT

AS AN ADULT HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? YES NO IF YES – WHEN, WHERE AND DISPOSITION:

DO NOT LIST THE FOLLOWING: 1) Arrests or detentions that did not result in conviction; 2) convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; 3) misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; 4) any arrest for which pretrial diversion program has been completed; 5) any misdemeanor marijuana conviction more than two years old.

ARE YOU CAPABLE OF PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION? YES NO

EMPLOYMENT DESIRED:

Days & Hours Available to Work:

POSITION: _____

All Ruby's Team Members must be available to work evenings & weekends

HOURLY / ANNUAL SALARY DESIRED: _____

Full Time Part Time Seasonal

DATE YOU CAN START: _____

Check here if available for any hours.

If restrictions, indicate available hours below

DO YOU POSSESS A PROFESSIONAL TRADE LICENSE CERTIFICATE: YES NO

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------|-----|-----|-----|-----|-----|-----|-----|
| From | | | | | | | |
| To | | | | | | | |

Type: _____ Issued by: _____

Expires: _____

| EDUCATION | Name & Location of School | Course of Study | Years Completed | Graduated | Degree Received |
|------------------------|---------------------------|-----------------|-----------------|---|-----------------|
| High School | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| College | | | | | |
| Business, Trade, Other | | | | | |

REFERENCES: Give below the names of three professional references or people not related to you whom you have known for at least one year.

| Name | Phone | Address | Relationship | Years Known |
|------|-------|---------|--------------|-------------|
| | | | | |
| | | | | |
| | | | | |

EMPLOYMENT HISTORY: List below your last three employers, starting with your current or most recent employer.

| | | |
|---|---|--|
| Employer #1 (current or most recent) | Address: | Phone Number: |
| Employed (Month & Year) From: To: | Rate of Pay Start: Final: | Supervisor Name & Title: |
| | | May we Contact: YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Your Job Title: | Describe your Duties: | |
| Reason for Leaving: | | |

| | | |
|---|---|--|
| Employer #2 | Address: | Phone Number: |
| Employed (Month & Year) From: To: | Rate of Pay Start: Final: | Supervisor Name & Title: |
| | | May we Contact: YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Your Job Title: | Describe your Duties: | |
| Reason for Leaving: | | |

| | | |
|---|---|--|
| Employer #3 | Address: | Phone Number: |
| Employed (Month & Year) From: To: | Rate of Pay Start: Final: | Supervisor Name & Title: |
| | | May we Contact: YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Your Job Title: | Describe your Duties: | |
| Reason for Leaving: | | |

COMMENTS (include information on any gaps in employment): _____

HAVE YOU EVER BEEN DISCHARGED FROM EMPLOYMENT? YES NO If YES, EXPLAIN: _____

Ruby's Diner, Inc. has a specific uniform standard of dress that all restaurant staff must abide by. This uniform standard ("The Ruby Look") does not permit extremes in the following areas: hair color or style, excessive ear piercing, visible body piercing (nose, eyebrow, tongue, etc.), or tattoos visible to the guest.

If hired, I understand that I will be provided with the complete Ruby Uniform & Appearance Standards and I agree to abide by its guidelines. Initial: _____

READ COMPLETELY AND CAREFULLY BEFORE SIGNING

APPLICANT'S STATEMENT & AGREEMENT

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any statements checked by Ruby's Diner unless I have indicated to the contrary. I authorize the references listed above to provide Ruby's Diner any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that my result from furnishing such information to Ruby's Diner as well as from any use or disclosure of such information by Ruby's Diner or any of its agents, employees or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my immediate dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of Ruby's Diner, as amended from time to time in Ruby's Diner's sole discretion. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at Ruby's Diner's option. I understand that no employee or representative of Ruby's Diner, other than the CEO of the Company, has any authority to enter into any agreement for employment for any specified period of time, or to make any express or implied agreement contrary to the foregoing. Further, the CEO of the Company may not alter the at-will nature of the employment relationship or enter into any employment agreement for a specified time unless the CEO and I both sign a written agreement that clearly and expressly specifies that intent to do so. I agree that this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment relationship and that there are no oral or collateral agreements regarding this issue.

I also understand that all offers of employment are conditioned on the receipt of satisfactory responses to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

I further understand that the use of illegal drugs is prohibited during employment and may result in immediate for termination. If Ruby's Diner requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

I have read the above, understand it, and voluntarily agree to its provisions. _____
PRINT NAME

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT _____
SIGNATURE DATE