**Statement of Values**

Dear Applicants:

Welcome to Mikado Restaurant. 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 want you to understand that we also believe in living our values, some of which are:

* We believe that good enough isn’t enough
* We believe that everyone is capable of being a team player
* We believe in doing business in a professional and orderly manner
* We believe in honesty and integrity
* We believe in providing legendary service – the unique and powerful sort of personal care and attention that our guests tell stories about
* 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

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

Application for Employment

Office Use Only

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We consider applicants for all positions with regard to race, color, religion, sex, age, disability, veteran status or any other legally protected status.

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Middle Name | Last Name | Nickname |
| Address | Province | City | Postal Code |
| Home Phone Number | Cell Phone Number | Email Address |
| Your Working Status (Check One) Canadian Citizen / Permanent Resident Temporary Resident (incl. working holiday, student and open work visas)  |
| Location you would like to work at:South / Downtown / West | Which job ad did you look up to find Mikado? |
| Are you applying for a full-time or part-time position? Full- Time \_\_\_\_ Part-time \_\_\_\_\_ | How many hours per week do you want to work?  Min \_\_\_\_\_\_\_ Max \_\_\_\_\_\_\_ |
| Do you have reliable transportation to and from work during our hrs of operation?Yes \_\_ No \_\_\_ | Position Applying for:Front\_\_\_ Sushi \_\_\_ Dishwasher \_\_\_Robata \_\_\_\_ Kitchen \_\_\_\_  |

Please mark your availability

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Sat** | **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** |
| 10:00 ~ 11:00 |   |   |   |   |   |   |   |
| 11:00 ~ 12:00 |   |   |   |   |   |   |   |
| 12:00 ~ 1:00 |   |   |   |   |   |   |   |
| 1:00 ~ 2:00 |   |   |   |   |   |   |   |
| 2:00 ~ 3:00 |   |   |   |   |   |   |   |
| 3:00 ~ 4:00 |   |   |   |   |   |   |   |
| 4:00 ~ 5:00 |   |   |   |   |   |   |   |
| 5:00 ~ 6:00 |   |   |   |   |   |   |   |
| 6:00 ~ 7:00 |   |   |   |   |   |   |   |
| 7:00 ~ 8:00 |   |   |   |   |   |   |   |
| 8:00 ~ 9:00 |   |   |   |   |   |   |   |
| 9:00 ~ 10:00 |   |   |   |   |   |   |   |
| 10:00 ~ 11:00 |   |   |   |   |   |   |   |

List times and days you are NOT available to work

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_\_\_ Weekends? \_\_\_\_\_\_\_\_ Holidays?\_\_\_\_\_\_\_\_\_

How much is your expected hourly wage? $\_\_\_\_\_\_\_\_\_/hour

What is the minimum amount you need to earn? $\_\_\_\_\_\_\_\_\_/week $\_\_\_\_\_\_\_/month

If offered a position with Mikado, how long would you plan to remain with us? \_\_\_\_\_\_\_\_

Are you currently employed? \_\_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_\_\_

List any special skill or training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job duties include but are not limited to:

* Dusting, Sweeping and Mopping
* Standing for up to 12 hrs
* Able to follow direction, being self-motivated
* Able to work on short notice
* Stocking, Cleaning, and general Housekeeping
* Bending, Squatting, and lifting up to 50 lbs

If for any reason you cannot complete any of the duties listed above, please state which one(s) and why \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Why are you applying for a position with us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If hired, can you submit documents to prove your legal right to work in Canada? \_\_\_\_\_\_\_

Are you of legal age to serve alcoholic beverages (18yrs or older)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many jobs have you had in the past year? \_\_\_\_\_\_\_\_ Past two years? \_\_\_\_\_\_\_\_\_\_\_\_

What were the circumstances for leaving each job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been discharged or asked to resign from any position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mikado does not tolerate drug use. Are you willing to comply? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have specific requirements for personal appearance for both the dining room and kitchen: Clean, proper work apparel, no excessive jewelry or makeup, and good general hygiene. Are you willing to comply with these requirements? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any friends or relatives employed by Mikado \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Managers / Office Use Only　　（Page 2と共に事務所に必ず提出すること）**

**店　舗：South 　／　DT 　／　 West**

面接日：　　　　　　年　　　月　　　日（　　）

面接時に提示した時間給：　　$　　　　　　/hr.

結　果：　　　**採用**　　　　　**不採用**　　　　　　**\*辞退**

（\*Employee Recordを書いた後に辞めた場合は、一応採用に○をする）

**不採用の理由:　（Full-time Worker および　Part-time Worker）**

1. 経験が足りず、応募者の希望職種に入れることができない。（Cook、Chefを希望した場合のみ）
2. Availabilityが少なくて、こちらの希望時間に働けない。
3. 本人の希望時間給を出せない。
4. 英語でコミュニケーションするのが難しい。
5. その他（　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　）

**面接時確認事項チェック**

　Benefitの説明をした。　（Full-time Workerのみ。Blue Cross, Staff Meal, 社内販売、Dine-in割引）

　Trainingの説明をした。

　その仕事をするに当たり、必要な資格を説明した。（フルタイム＝Food Safety： フル／パート両方のサーバー希望者＝Pro Serve）