

EMPLOYMENT BACKGROUND INVESTIGATION AUTHORIZATION

I. I understand that an investigative report may be generated on me that may include information as to my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration & Naturalization Service). I fully understand that **Seasonal Catering** and /or their investigating agent, may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for **Seasonal Catering** and **their investigating company** to do so.

II. According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report.

III. I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies.

IV. I hereby authorize, without reservation, any one contacted by **Seasonal Catering** and /or their investigating agent to furnish the information described in Section I.

V. I hereby authorize, without reservation, **Seasonal Catering** and / or their investigating agent to contact my present employer for employment verification/references.

APPLICANT: COMPLETE THE FOLLOWING:

Signature

Today's Date

Please print full name

The following information is required by law enforcement agencies and other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Please print other names you have used

Social Security Number - Your Social Security Number will only be used in order to confirm your identity for purposes of completing an accurate background investigation. Supplying your Social Security Number is optional but is needed to complete the hiring process.

Date of Birth - Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

Home Address

City

State

Zip

Driver's License Number and State

Name as it appears on License

Have you ever been convicted of, plead guilty, or "no contest" to a crime that has or has not been expunged or removed from your record? No Yes **If yes, please explain:** (Make sure to include the city/state/county and the year the crime occurred for each conviction.)

(Seasonal Catering will consider the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.)

FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUTE (S) NOTICE:

In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statute(s).



**CONFIDENTIALITY AGREEMENT
FOR EMPLOYEES, INDEPENDENT CONTRACTORS
AND SUB-CONTRACTORS/VENDORS**

During the course of my/our relationship with Seasonal Catering and its affiliated entities, I/We have been and will continue to be furnished with certain information that which is non-public, confidential and proprietary in nature because it is not generally available to the public, including financial information, proprietary recipes, business plans and marketing information, employee information, manufacturing and production information, customer information and customer-related information (such as, for example, customer's business plans, recipes, and the like that would not be available to me/us if not for the relationship with Seasonal Catering). I/we understand that Seasonal Catering derives value from the fact that this information is not available to others and that Seasonal Catering would suffer harm if the information becomes known to others who are not approved to have the information, and that those damages may be impossible to calculate in monetary terms alone. Neither Seasonal Catering nor Signee shall make any oral or written statement about the other party which is intended or reasonably likely to disparage the other party, or otherwise degrade the other party's reputation in the industry, community, or on Social Media.

This information (collectively the foregoing information is referred to as the "Confidential Information") has been and will continue to be made available to me/us in order to perform our obligations and agreements with/for Seasonal Catering. Therefore, in consideration for the continuation of my/our relationship with Seasonal Catering and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I/we agree as follows:

1. The Confidential Information will at all times be maintained by me/us as confidential and will not, without the prior written consent of Seasonal Catering, be disclosed by me/us, or if applicable by any of our agents, representatives, or employees (collectively, our "Representatives"), in any manner whatsoever, and will not be used by me/us or by our Representatives, other than for the purpose of the relationship with Seasonal Catering or for Seasonal Catering benefit.
2. Confidential Information will not include any portions of the Information which (i) are or become generally available to the public other than as a result of disclosure in violation of this Agreement, or (ii) become available on a nonconfidential basis from a source, other than Seasonal Catering or its agents, which is not prohibited from disclosing such Information.
3. In the event that I/we, or anyone to whom I/we transmit Confidential Information or Disparagement pursuant to this Agreement, becomes legally compelled to disclose any of such Information, I/we will provide the Seasonal Catering with prompt notice so that it may seek a protective order or other appropriate remedy if they choose to do so. In the event that such remedy is not obtained, or that Seasonal Catering waives compliance with the provisions of this Agreement, I/we will only furnish that portion of the Confidential Information which I/we are advised by my/our legal counsel is legally required to be disclosed.
4. In the event of any actual or threatened breach of this Agreement, Seasonal Catering shall be entitled to legal and equitable relief, including injunction and specific performance, and it shall not be required to post a bond as a condition for such relief. The prevailing party or parties in any such proceeding shall be entitled to recover the actual and reasonable costs and attorneys' fees which it or they incur in any such proceeding.
5. The interpretation and enforcement of this Agreement will be governed by the laws of the State of Connecticut.
6. This Agreement contains the entire agreement between me/us and Seasonal Catering concerning the subject matter hereof, and no modifications of this Agreement or waiver of the terms and conditions hereof will be binding unless approved in writing and signed by each of the parties hereto. Furthermore, nothing in this Agreement, or the fact of this Agreement, modifies the nature of my/our relationship with Seasonal Catering. If I am an employee of Seasonal Catering, this Agreement does not create a contract of employment that modifies the at-will nature of my employment relationship with Seasonal Catering.

I am signing and returning this Agreement acknowledging my/our consent to its terms:

Accepted and Approved:

EMPLOYEE / VENDOR Signature: _____ **Date:** _____

CATERER Signature: _____ **Date:** _____

<u>QUESTIONS</u>	Strongly Agree	Agree	Disagree	Strongly Disagree	Not sure
I am a confident person.					
I am a self starter and show initiative.					
I am comfortable carrying a small tray.					
I am comfortable carrying a large tray.					
I have waited tables before.					
I am confident in my abilities as server.					
I have experience passing hors d'oeuvres.					
I know how to properly serve and clear a seated table.					
I have catering experience.					
I have worked as a banquet server before.					
I have worked as a professional bartender.					
I know how to make standard drinks.					
I have been trained to properly open a bottle of wine.					
I have kitchen prep experience.					
I know basic kitchen sanitation procedures and regulations.					
I am comfortable giving direction.					
I am comfortable receiving direction.					
I can easily adapt to changing scenarios.					
I work well under pressure.					
I handle stress with a smile.					
I am punctual to my scheduled appointments.					
I see myself in leadership roles.					
I prefer to work with a group.					
I prefer to work alone.					
I have supervisory experience.					
I require my work schedule two weeks in advance.					
I can work on very short notice.					
I would like to work full time.					
I would like to work part time only.					
I can lift 25 pounds.					
I can lift 50 pounds.					
I have a current and valid driver's license.					
I have reliable transportation.					
I am comfortable driving a cargo van.					
I am comfortable driving a 16 ft. truck.					



Statement of Values

Dear Applicant:

Welcome to Seasonal Catering! Prior to completing the application for employment, please understand that we are serious about creating a productive and pleasurable drug free working environment for our staff while maintaining the highest levels of quality, service and attention for our clients and their 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.
- 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 expect.
- 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 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.

We are always looking for the best people to help us create the memory of a lifetime for our clients. If this feels like an environment for you, please complete the application.

In Addition to the Application, we will require these documents in order to process your payroll:

Two forms of Identification:

1-Photo ID: Drivers License, Passport, or Military ID

2-Other ID: Social Security Card or Birth Certificate

Background Check Agreement

Confidentiality Agreement

Seasonal Catering Questionnaire

We look forward to working with you!

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.

Due to the nature of our business you may at times be required to lift and carry large coolers, totes of equipment, ect.. that can weigh up to 150 pounds. Sometimes, it's possible to use a dolly but if you have to carry heavy items up a flight or two of stairs, you may not have that as an option. You may also need to remain on your feet for long periods of time (8 hours or more) during employment shifts. Don't apply for positions that you are physically unable to perform.

**** PLEASE PRINT CLEARLY ****

Position(s) applied for _____ Date ____/____/____

Desired Pay Range _____

How did you find out about this job? Social Media Employee Walk-in Relative Other _____

Why are you seeking employment at Seasonal Catering? _____

What three things are most important to you in a job? _____

What three adjectives best describe you? _____

What type of work do you most enjoy? _____

Do you have any food, serving, bartending, or design experience? Please Describe: _____

Please describe your Strengths: _____

Please describe your Weaknesses: _____

How would coworkers describe your work attitude? _____

List any special skills, training, certifications, licenses, or experiences that you may have to contribute to Seasonal Catering: _____

List any professional, trade, business, or civic activities or offices held: _____

List any foreign languages that you fluently speak, read, and/or write: _____

List software programs that you are proficient in: _____

Applicant Information

First Name _____ Middle _____ Last _____

Street Address _____ Social Security No. _____

City/State/Zip _____ Phone (____) _____

Email Address _____

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? _____

If the job you are applying for requires driving: 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.)

Are you a veteran? _____ If yes, give dates of service: From _____ To _____

Employment Information

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

What days are you able to work: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

What hours and shift(s) would you prefer to work? _____

List times you are not available to work: _____

Are you willing to work overtime? ____ Weekends? ____ Holidays? ____

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

Are you currently employed with any industry competitors? _____ If yes, please list the company(s): _____

Have you ever worked for this organization before? ____ If yes, name used: _____

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: _____

Education (circle highest level achieved)

Elementary: 1 2 3 4 5 6 7 8 **Secondary:** 9 10 11 12 G.E.D **College:** 1 2 3 4 5 6 7 8

Name of School: _____ Name of School: _____ Name of School: _____

Location of School: _____ Location of School: _____ Location of School: _____

If in high school, are you enrolled in a recognized co-op program? Yes No

College Degree/Certification Earned: _____

CONTINUING EDUCATION/CERTIFICATIONS:

Please list any certification(s) you currently hold: _____

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: _____

For references purposes: Have you worked for any of these organizations or attended school under a different name? _____

If yes, give name and organization(s) _____

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



Authorizations & At-Will Employment Agreement

(please read carefully, then sign and date below)

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.

Accepted and Approved:

Signature _____ Date _____

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 Owner is 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.

Accepted and Approved:

Signature _____ Date _____

Name (please print) _____