



The Highland House staff is a TEAM of outgoing, hardworking, self-confident individuals.

We hire people who like people, who can entertain people and who enjoy serving people.

We service an established community of educated adults and their families. Therefore, we must hire accordingly.

Our staff members must be outgoing, able to talk to anyone that comes through our front door.

We expect our employees to convey a sincere message of warmth and hospitality to all. We need employees, who on their own have the confidence to entertain their customers, and create a friendship with their customers that will in turn bring them back to see us over and over again. Because we are a team, each staff member is hired on the basis that they will become a team player. Our staff is open and outgoing. We are good to each other. We work well as a team. It is important that you work well with others if you wish to hold a position here.

The service industry is not for everyone. If you enjoy people, have patience, can endure stress in certain situations And if you can serve customers with sincere happiness at all times (no matter what is going on in your personal life)

You should fill out an application.

HIGHLAND HOUSE APPLICATION FOR EMPLOYMENT

Personal Information:

Date: _____

Last Name: _____ **First Name:** _____ **MI:** _____

Permanent Address: _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address (if different than above): _____

City: _____ **State:** _____ **Zip:** _____

Phone#: _____ **Second Phone#:** _____

Social Security#: _____ **Are you 18 or older?** _____

E-mail (if applicable): _____

Emergency Contact Name: _____

Emergency Contact Phone No. _____

Employment Desired:

Position Desired: _____ **Date you can start?** _____

Shifts available to work: _____

Are you currently employed? _____ **Where:** _____

Phone: _____ **Wage:** _____ **May we contact your present employer?** _____

<u>Check One:</u>
Part Time <input type="checkbox"/>
Full Time <input type="checkbox"/>
Seasonal <input type="checkbox"/>

Special Questions

Why do you want to work here?

What are the accomplishments in your life that you are most proud of?

What did you like and dislike about your previous job?

What are you looking for in a new position?

How would your friends describe you?

What do you do to enjoy yourself?

What offends you?

What is your number one long - term goal for yourself?

Do you have any experience in the restaurant business or the hospitality industry?

Why should we hire you?

Reference Sheet

Please include in the following designated areas the name, address, phone number and duration of employment of the last four places you have worked. Please list your most recent or present job first.

1. Name of employer: _____

Address: _____

Phone Number: _____

Position Held: _____

Dates of employment: From _____ To _____

2. Name of employer: _____

Address: _____

Phone Number: _____

Position Held: _____

Dates of employment: From _____ To _____

3. Name of employer: _____

Address: _____

Phone Number: _____

Position Held: _____

Dates of employment: From _____ To _____

4. Name of employer: _____

Address: _____

Phone Number: _____

Position Held: _____

Dates of employment: From _____ To _____