



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

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

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

Our staff members must be outgoing and 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 have the confidence to entertain their customers and create friendships that will bring them back to see us again and again. Because we are a team, each staff member is hired on the basis that they will become a team player. Staff members are open and outgoing. It is important that you work well with others if you wish to hold a position here.

The service industry is not for everyone. **We require that you are available to work nights and weekends.** If you enjoy people, have patience, can endure stress in certain situations and if you can serve customers with sincere happiness, then **YOU** should fill out an application.

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### 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#:** \_\_\_\_\_

**Are you 18 or older?** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**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?  
\_\_\_\_\_

### 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?**

**Is there anything else we should know about you?**

**Past Employment 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: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

2. Name of employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

3. Name of employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

4. Name of employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_