

Marswell Restaurants



Application Inside

Upon Completion Call
Chesapeake 908-867-7102

or

St. Moritz 973-726-5677

How to Apply

1. Before filling out application, Please read this packet entirely!
2. Read the Advice to Applicants before completing your Application
3. Take your Application home with you and fully complete it. If information is not applicable or not available please state so on the application
4. From the moment we meet you, everything you say and do, including how you look will be considered as part of our staffing selection criteria.
5. You will be given several opportunities to show us that you would be a great addition to our team. It is your responsibility to sell yourself.

We are not just another food service company, and we are not looking for just another job applicant. The following will give you some ideas of what to expect and how to proceed from here:

1. If at all possible, it is best not to try and complete this application now. Take it home, give it some thought, and take your time with it. Be sure to fill it out completely, even if you enclose a resume. If a question does not apply to you mark it “n/a” (non applicable) so we know you didn’t avoid the answer. Food service is a business of details, and we will only consider people who share our concern about the importance of handling all the small points.
2. We will verify all information you give us on the application. Any false or misleading statements will disqualify you from consideration, no matter how talented you may be. Please understand that we are not as concerned with what you tell us as we are concerned that you give us the truth. Honesty is always the best policy...especially if you hope to become part of our team.
3. We are committed to maintaining a drug-free workplace. This means that we do not tolerate the possession of drugs or alcohol on the premises, nor do we permit our staff to work under the influence of drugs or alcohol.
4. Breaks are limited to team members that work 6 or more hours straight and are given on an as needed basis.
5. We will verify all references. You must have a working phone number where you can be easily reached and you must verify that you have reliable means of transportation to work.
6. On the last page of the application, we give you the opportunity to make a personal “sales pitch”. We suggest you give it some thought and present a case for yourself. After all, if you don’t believe in yourself, why should we?
7. Read the final statement on the application carefully before you sign it. If you have any questions, please ask them before giving us your application. We will not consider a unsigned application.
8. When you have completed the application, call 908-867-7102 and ask for appropriate person to set up an appointment to submit your application and take some short screening tests. This appointment should last no longer than 30 minutes. Be aware that what you do and how you do it are being evaluated throughout the selection process, so dress the part, be on time, and show us your best. Remember the saying about first impressions!
9. Based on our observations, your test results, and a review of your application, we will notify you if we have a spot on our team.

10. Because our staff is actively involved in the operation of our company, do not be surprised to have portions of the selection process conducted by persons other than our managers. We give our staff a voice in the selection of their co-workers and believe that co-workers are excellent judges of the talents of their peers
11. We are an equal opportunity employer and we will select only qualified applicants for every position. Period. We will not discourage you from applying for any position you feel qualified for. We will make selections based on what strengths you bring to our team and how you fit into our operating style. We are looking for people committed to professional excellence and legendary guest service who will make a positive contribution to our company for as long as we choose to work together.
12. We expect you to take an active role in your own success and the success of your co-workers. Toward this end, it will be part of your job responsibilities to help train your co-workers for positions of higher skill and responsibility. Because of this focus, we will evaluate your performance based not only on your professional development, but by the advancement of your trainees.
13. Our success comes from delighting our guests and earning their regular patronage. Everything in our company is focused on achieving this goal. We do not believe in creating any more rules or structure than is necessary to ensure that our guests have a great time every time they dine with us. This means that there are no policies to hide behind and that success is measured by your results rather than by your activities.
14. If you are not offered a position, we will return your application. We encourage you to apply again in the future if you are still interested in working with us. Many of our most successful staff members will be people that were not selected on their first application. You must decide if what we offer is worth your effort to meet our high standards. Whatever your choice, we hope you will visit us often as a guest and let us know how we are doing.

Thank you again for your interest and your time. We wish you all the best in the future, whatever direction your career may take you.

With Best Regards,

Keith Holmes - Proprietor
Marswell Restaurants

Advice to Applicants

Thank you for your interest in working with us. I think you will find our approach to hospitality to be different from that of most other operators in the market, and we think this is the secret of our success. Our company has several significant goals:

1. ***TO EARN A REPUTATION AS THE BEST EMPLOYER IN THE AREA***

To achieve this goal we will hire the most qualified people we can find. We will support their development both within and outside the organization. We will talk to them, listen to them, learn from them, pay them well, and demand a lot from them. We will enjoy a higher retention rate than other similar operations and have a waiting list of people who want to join the company. We believe that only happy and professional staff can give the level of personal service we demand. We see an investment in people to be a worthy investment in the future of the company.

2. ***TO OPERATE THE MOST SUCCESSFUL OPERATIONS IN THE MARKET***

Our operations will be exciting, diverse, and profitable. We will consistently deliver on our service guarantee of “a great time every time” and foster high professional standards. We will provide legendary service – the unique and powerful sort of personal care and attention that our guests tell stories about. We will win the various local polls that are a measure of our position and regard in the market. We will consistently achieve the highest volumes in our market and have a waiting line when our competitors are half full. We will develop a loyal repeat trade. We will find out what our guests want and be sure they are getting it. We will maintain rigid sanitation standards. We will continually re-examine our operations to stay fresh and responsive to our market while being stimulating to our staff.

3. ***TO BE A GOOD CITIZEN OF THE COMMUNITY***

We will support worthy local charities with money, resources and volunteers. We will be active in supporting school’s, and youth group organizations in an effort to encourage young people to become better.

4. ***TO HAVE A GOOD TIME, AND ENJOY WORK***

We recognize that people go out to eat because they are looking for a good time, not just a good meal. We will build fun and lightness into our company in the interest of our customers and our team members. We know that a happy satisfied team of employees makes for happy satisfied customers which keeps our lobby full. We will set clearly defined goals and celebrate when we achieve those goals.

5. ***TO MAINTAIN A PERSONAL AND PROFESSIONAL RELATIONSHIP WITH OUR STAFF***

We believe the way to achieve the kind of business environment we want is to create a trusting relationship with our staff. In this atmosphere, both staff and the company can work as one. Difficulties and opportunities can be overcome together to everyone’s benefit. We are committed to Truth, Honesty, and Openness in all communications. We set standards for conduct while on the job that reflect respect for our fellow team members, management and our customers. What we say and do reflect who we are.

Marswell Restaurants Philosophy:

As a team, our goal is to build and maintain a loyal and satisfied following of guests. Our approach to customer service is through decision making that is honest, knowledgeable, and accommodating. We strive to add to the quality of life of the community by always taking the high road.

Mantra:

We serve each other!

Vision:

The Marswell Restaurants are God-honoring restaurants providing exceptional hospitality that inspires our guests to tell their friends about our outstanding service & cuisine.

Hedgehog: We Develop Care

EMPLOYMENT APPLICATION *Marswell Restaurants*

Chesapeake Tavern St Moritz Grill & Bar
1 West Mill Road 9 White Deer Plaza
Long Valley, NJ 07853 Sparta, NJ 07871

Currently selecting good people to join our team!

Today's Date: ___/___/___

Your name: Last _____,
First _____, Middle _____

Nickname _____ Your Social Security Number ____ - ____ - ____

Your home address: Street _____ Apt # _____

City _____, State _____, Zip _____

Your home phone number: _____ - _____ - _____ Cell Phone Number: _____

Do you have reliable transportation to meet any scheduled shift? _____ How _____

Can you read at a 6th-grade level? _____ Have you been convicted of a felony? _____, If yes give details on last page.

Have you ever worked for us before? _____ If so, under what name & when _____

Can you provide proof that you are over 16 years of age? _____ 18 years of age? _____ ...over 21? _____

Do you have a valid drivers license? _____ State _____ License # _____

Do you have a legal right to work in the United States? _____ Can you provide documentation? _____

Is there any reason you could not perform all physical aspects of this job (including being able to lift up to 50 pounds?) _____ If yes, please provide details _____

Is additional information concerning change of name necessary to check work or education records? _____ If yes, please explain _____

Describe your use of drugs and alcohol

Do you smoke cigarettes? _____ If yes, can you work 6 hours straight without a smoking break? _____

OFFICE USE ONLY:
Position
Hire Date
R.O.P.
Emergency Contact Name
Relationship to Contact
Contact Number:

ABOUT THE JOB

SERVER BUS PERSON FOOD RUNNER HOSTESS – HOST MANAGER
BARTENDER KITCHEN PREP CHEF SOUS CHEF COOK
DISWASHER CLERICAL BOOKKEEPER SALES

For what position are you applying? _____ Salary Requirement: \$ _____

Would you accept another position? _____ If so, which position? _____

When could you start working for us? ___/___/___

Circle the Shifts You Can NOT work.

(if you cannot work Monday lunch circle Monday AM)

(Sundays will not be given off, but will be rotated fairly between team members.)

| <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> | <u>Saturday</u> | <u>Sunday</u> |
|---------------|----------------|------------------|-----------------|---------------|-----------------|---------------|
| AM | AM | AM | AM | AM | AM | AM |
| PM | PM | PM | PM | PM | PM | PM |

Explanation for shifts periods that you will NOT be available for:

ABOUT YOUR WORK EXPERIENCE

(Please start with your most recent position)

Employer _____ Mo/Yr. Hired _____ Mo/Left _____

Job Title _____ Reason for leaving _____

Superior Name _____ Position _____

Phone _____

Employer _____ Mo/Yr. Hired _____ Mo/Left _____

Job Title _____ Reason for leaving _____

Superior Name _____ Position _____

Phone _____

Employer _____ Mo/Yr. Hired _____ Mo/Left _____

Job Title _____ Reason for leaving _____

Superior Name _____ Position _____

Phone _____

Employer _____ Mo/Yr. Hired _____ Mo/Left _____

Job Title _____ Reason for leaving _____

Superior Name _____ Position _____

Phone _____

ABOUT YOUR EDUCATION

HIGH SCHOOL _____ City _____ State ____ Year Graduated _____

COLLEGE _____ City _____ State ____ Year Graduated _____

No. of years Completed _____ Major _____

Extracurricular activities: (list)

Why would you be a good choice for this position? This is your chance to sell yourself!

Who should we thank for referring you to us?

I certify that the information above is complete and accurate to the best of my knowledge. I authorize the individuals, companies, and agencies concerned to provide this company and its agents with all information necessary to verify the statements I have made in this application and I release them from any liability for so doing. I understand I must receive satisfactory references from previous employers, co-workers (if any) before an offer of employment can be made. I understand that incomplete or unsigned applications will not be considered and that false, incomplete or misleading statements are grounds for my immediate discharge. I understand that any offer of employment is contingent upon my passing a prescribed physical examination, proving my identity and documenting my right to work. I understand that these policies cannot be changed except in writing.

Signature _____ Print Name _____

Date ____/____/____

Date received ____/____/____ Received by _____