



Don't forget to email us the forms after you're done filling them out.

### APPLICATION FOR EMPLOYMENT

The Agavero Cantina is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with The Agavero Cantina depends solely on your qualifications.

NAME	LAST	
Street Address		Home Phone
City, State, Zip		Cell Phone
Have you ever applied for employment with The Agavero Cantina? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, month & year:    Location:		
Position Desired		Pay wanted
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Location Preference
Have you ever been convicted of a felony? If yes, explain: <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you available to work holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No
When will you be able to begin working?		Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have other special training or skills (e.g. language)? Explain.		
How did you hear about The Agavero Cantina?		

### HOURS AVAILABLE:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM:							
TO:							

NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	No. OF YEARS COMPLETED	DID YOU GRADUATE
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

## EMPLOYMENT HISTORY

Please give accurate, complete, full-time and part-time record. Start with present or most recent employer.  
Include military experience if applicable.

<b>1</b>	Company Name and Address	Phone
Job Title	Supervisor Name	Employed (Month and Year) From:            To:
Describe Your Work		Pay Rate Start:            End:
May we Contact This Employer? If not, why? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving
What did you Like About This job? What did you not Like About This job?		

<b>2</b>	Company Name and Address	Phone
Job Title	Supervisor Name	Employed (Month and Year) From:            To:
Describe Your Work		Pay Rate Start:            End:
May we Contact This Employer? If not, why? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving
What did you Like About This job? What did you not Like About This job?		

<b>3</b>	Company Name and Address	Phone
Job Title	Supervisor Name	Employed (Month and Year) From:            To:
Describe Your Work		Pay Rate Start:            End:
May we Contact This Employer? If not, why? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving
What did you Like About This job? What did you not Like About This job?		

Personal Reference Name:	Phone:
-----------------------------	--------

### SIGNATURE

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above. I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason and The Agavero Cantina retains the same rights.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# NEW EMPLOYEE FORM

Name of Restaurant: Agavero Cantina WM      City: Atlanta      Company Code: \_\_\_\_\_      State: GA

Social Security No. \_\_\_\_\_  
(Such as 222-22-2222)

Name \_\_\_\_\_  
(Last, First, M.I.)

Birthday (MM/DD/YYYY) \_\_\_\_\_

File Number \_\_\_\_\_

Hire Date \_\_\_\_\_  
(MM/DD/YY)

Gender (M/F) \_\_\_\_\_

Address \_\_\_\_\_  
(25 Max.)  
\_\_\_\_\_  
(City, State, Zip.)

Telephone No \_\_\_\_\_  
(Such as 555-555-5555)

Department /Position/Dept Code/s \_\_\_\_\_

Employee Type (FTR/PTR) \_\_\_\_\_

Rate of Pay \$ \_\_\_\_\_ Per hour \_\_\_\_\_ Biweekly \_\_\_\_\_

No- of Fed. Exemptions \_\_\_\_\_ No. of Ste. Exemptions \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(MM/DD/YY)

General Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(MM/DD/YY)

# SEXUAL AND OTHER FORMS OF DISCRIMINATORY HARASSMENT

## STATEMENT OF POLICY SEXUAL HARASSMENT AND OTHER FORMS OF DISCRIMINATORY HARASSMENT WILL NOT BE TOLERATED AT IMPERIAL MANAGEMENT, INC.

We are prepared to take action to prevent and correct such behavior, and individuals who engage in such behavior are subject to discipline and/or termination.

### SEXUAL HARASSMENT

Is illegal. It is also offensive and demeaning. It can create an inhospitable employment environment and can seriously interfere with an individual/s work. Such behavior subverts the "mission" (page 3 of the employee handbook) of Imperial Management, Inc., and threatens the careers and well being of its' employees. Imperial Management, Inc. is committed to maintaining a place of work free of sexual harassment and all forms of sexual intimidation and exploitation.

**DEFINITION: Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature, which can be verbal, written/pictorial or physical. Sexual harassment is behavior that is unwanted and tends to be repetitive in nature. Such conduct constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or decision affecting an individual; or.
3. Such conduct unreasonably interferes with an individuals work performance or creates an intimidating, hostile or offensive work environment.

### **Examples of sexual harassment include, but are not limited to the following:**

Verbal conduct - slurs, epithets, threats, derogatory comments and unwelcome jokes that would make a reasonable woman or man experiencing such harassment or conduct uncomfortable in the work environment or which would interfere with a person/s job performance, and sexually related comments that tend to create an intimidating, hostile or offensive environment.

Physical conduct of a sexual nature by an employee, supervisor, manager or other person including sexual advances, requests for sexual favors, or other conduct such as uninvited touching (patting, hugging, or brushing against a person's body).

A. Physical assault.

B. Direct propositions of a sexual nature and/or subtle pressure for sexual activity, and element of which may be construed as sexual leering.

Depending upon the circumstances, any of the above types of conduct may be sexual harassment and subject to disciplinary action, **even if that conduct only occurs once.**

**OTHER DISCRIMINATORY HARASSMENT** is also illegal. Imperial Management, Inc. hereby reaffirms its policy to ensure Equal Employment Opportunity for every employee, without regard to race, religion, color sex, age, disability, citizenship, or national origin. We are firmly committed to a policy of non-discrimination in all employment practices. This policy of providing equal employment opportunity also includes freedom from any form of discriminatory harassment.

**DEFINITION:**

**Discriminatory harassment** is defined as any type of harassment based on sex, race religion, age, disability, citizenship, or national origin. Harassment includes all forms of verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment, or that interferes with work performance. Some examples include racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons, or any other similar conduct. It is prohibited for any employee within the organization to engage in discriminatory harassment, or to retaliate against any employee

- For raising an allegation of discriminatory harassment
- For filing a complaint alleging discriminatory harassment, or
- For participating in a proceeding to determine if discriminatory harassment has occurred.

Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint is substantiated. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited to: unfair evaluation, public or private ridicules threats of any kind.

Imperial Management, Inc. prohibits sexually harassing or discriminatory behavior, including that made unlawful by Title VII of the Civil Rights Act of 1964.

Any employee, who feels that he or she has been a victim of sexual or any other form of discriminatory harassment, should notify the hotel manager immediately. If you are not comfortable in reporting the harassment to your hotel manager, or if you have done so and are not satisfied with the response, you should immediately contact the Director of Human Resources at the Corporate Support Center. Employees with questions regarding this policy and procedure should contact either the hotel manager or the Director of Human Resources at the Corporate Support Center.

Imperial Management, Inc. will take prompt corrective action when it becomes aware of sexual harassment or any form of discriminatory harassment. The claim will be investigated to determine its merit, and appropriate action will be taken, which may include discipline or discharge of the offending employee(s) or manager. It will be kept confidential to the extent practical. Every effort will be made to complete the investigation in a prompt, thorough and impartial manner.

I, \_\_\_\_\_ have read the policy and statements of facts as related to sexual harassment and other discriminatory behavior and I agree to uphold the mandatory requirements stated as policy.

I, \_\_\_\_\_ have explained the requirements of this policy regarding mandatory

GENERAL MANAGER  
conduct with regard to fellow employees and guests.