



WINE | CRAFT BAR | CAFÉ

## EMPLOYMENT APPLICATION

(Applicants must be 18 years of age or older)

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

### PERSONAL INFORMATION:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Present Address: \_\_\_\_\_

Permanent Address (if applicable): \_\_\_\_\_

Are you 21 years of age or older?: \_\_\_\_\_

### EMPLOYMENT INFORMATION:

Position for which you are applying:

Bar Manager \_\_\_\_ Bartender \_\_\_\_ Barback \_\_\_\_ Server \_\_\_\_ Kitchen Staff \_\_\_\_

Food Runner/Busser \_\_\_\_ Café Assistant Manager \_\_\_\_ Barista/Coffee Counter \_\_\_\_

Dishwasher \_\_\_\_

Date you can start: \_\_\_\_\_ Desired total hours per week: \_\_\_\_\_

What days and hours are you available for work?: \_\_\_\_\_

\_\_\_\_\_

What days/times, if any, are you unavailable to work: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY (List your 3 most recent employers, starting with the most recent):**

1) Employer's Name & Address: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Period of employment at each position: \_\_\_\_\_

Name & phone of contact person/reference: \_\_\_\_\_

2) Employer's Name & Address: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Period of employment at each position: \_\_\_\_\_

Name & phone of contact person/reference: \_\_\_\_\_

3) Employer's Name & Address: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Period of employment at each position: \_\_\_\_\_

Name & phone of contact person/reference: \_\_\_\_\_

**EDUCATION (Please complete all blank spaces that apply):**

High School: \_\_\_\_\_ Dates of attendance: \_\_\_\_\_

College: \_\_\_\_\_ Dates of attendance: \_\_\_\_\_

Other: \_\_\_\_\_ Dates of attendance: \_\_\_\_\_

Degrees or certifications earned, or special topics studies: \_\_\_\_\_

\_\_\_\_\_

Please list any special skills: \_\_\_\_\_

**OTHER ESSENTIALS:**

1) What do you do for fun when you are not working?

2) What do you consider an ideal work environment?

3) How would you contribute to making our Helix work environment closer to your ideal?

4) Describe an event in your life that was particularly satisfying, and why?

**REFERENCES (No relatives or friends please):**

1) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

How do you know this person?: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

How do you know this person?: \_\_\_\_\_

**PHYSICAL REQUIREMENTS:**

I have read the physical requirements of the position for which I am applying and confirm that I can perform all such tasks, with or without reasonable accommodation: Yes \_\_\_ No \_\_\_

Please list any necessary accommodations: \_\_\_\_\_

\_\_\_\_\_

In case of emergency, notify: Name & Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**OTHER:**

Have you ever been charged with or convicted of a felony?: \_\_\_\_\_ If so, in what state?: \_\_\_\_\_ Please describe: \_\_\_\_\_

**AUTHORIZATION:** I certify that the facts contained in this application are true and complete to the best of my knowledge, and I understand that, if employed by Helix, falsified statements on this application shall be grounds for dismissal. I further authorize investigation of all statements contained herein and contact with the references listed above, and hold contacts harmless for statements made.

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

**Email completed application to:**

jobs@thehelixexperience.com

**If you prefer, mail completed application to:**

Helix  
1444 Front Porch Place  
Altoona, WI 54720

Helix is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, political affiliation, national origin, veteran or disability status.