



Dear Applicant,

Thank you for your interest in our company. Please note there are five pages total in this file (including this letter). To expedite your application, please read the instructions below.

If you have questions or need assistance, please email careers@alanwongs.com or call the Human Resources Department at: (808) 675-2185 or (808) 675-2184.

Sincerely,

Alan Wong's Restaurants Human Resources

Instructions:

- Save the pdf file to your desktop or computer
- Open the PDF file with Adobe Reader
- Fill out the form completely
- Upon completion, save the file using the 'Save As' function and rename the file
- Make sure the 'Format' option is selected as 'Adobe PDF'
- Email your completed form and other pertinent information such as your resume, salary history, and your thoughts on why you would like to work with Alan Wong to careers@alanwongs.com

Other options to submit your application:

Fax to: (808) 951-9520
Mail to: Alan Wong's Restaurants
Attn: Human Resources Department
1857 S. King Street, Suite 208
Honolulu, HI 96826

1857 S. King Street
Honolulu, HI 96826
P: 808.949.1939
F: 808.951.9520
www.alanwongs.com



Employment Application Form

Date: _____ Referred by: _____ Date Available: _____

Alan Wong's Honolulu Admin. Office

PERSONAL DATA	Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last First Middle Other Last Names Used (if any) </div>						
	Address: _____ City/State: _____ Zip: _____						
	Home Phone: _____ Cellular Phone: _____						
	E-mail Address: _____						
	Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (Note: If a minor, work permit is required upon hire)						

Are you eligible to be lawfully employed in the U.S.? Yes No
(Note: You will be required to produce original documents establishing your identity and authorization to work, and to complete the U.S. Immigration and Naturalization Services Form I-9 as a condition of employment.)

JOB INFORMATION	Position Desired (1): _____ (2) _____ Salary Desired: _____						
	You are interested in: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Temporary						
	List hours of availability:						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat

Have you ever been employed by an Alan Wong's Restaurant? Yes No

If yes, list location and date of employment: _____

Do you have any friends or relatives employed by Alan Wong's Restaurants? Yes No

If yes, give name and location: _____

EDUCATION		Name and Location of School	# of Years Attended	Did you Graduate?	Degree Awarded	GPA
	High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	College or Vocational			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

OTHER SKILLS

List computer and software programs that you are very familiar with: _____

List programs that you are somewhat familiar with: _____

List activities (civic or athletic) excluding ones that refer to race, religion, color, national origin, ancestry, sexual orientation or disability: _____

List special skills including first aid and CPR certification: _____

Do you speak, read or write a language other than English? Yes No
If yes, please list language and level of fluency (fluent, average or minimal) _____

EMPLOYMENT HISTORY

Please list your work experience for the **past 10 years** beginning with your most recent. Include all information for each employer and attach additional sheets if necessary.

1. Company: _____ Phone Number: _____
Address: _____ Supervisor: _____
Job Title: _____ Date Started: _____ Left: _____
Duties: _____
Reason for leaving: _____

2. Company: _____ Phone Number: _____
Address: _____ Supervisor: _____
Job Title: _____ Date Started: _____ Left: _____
Duties: _____
Reason for leaving: _____

3. Company: _____ Phone Number: _____
Address: _____ Supervisor: _____
Job Title: _____ Date Started: _____ Left: _____
Duties: _____
Reason for leaving: _____

4. Company: _____ Phone Number: _____
Address: _____ Supervisor: _____
Job Title: _____ Date Started: _____ Left: _____
Duties: _____
Reason for leaving: _____

5. Company: _____ Phone Number: _____
Address: _____ Supervisor: _____
Job Title: _____ Date Started: _____ Left: _____
Duties: _____
Reason for leaving: _____

EMPLOYMENT	<p>Which of these jobs did you like best? Why? _____</p> <p>_____</p> <p>If now employed, why do you wish to resign? _____</p> <p>_____</p> <p>Have you ever been discharged or have been requested to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain: _____</p> <p>_____</p> <p>Please explain any period of unemployment longer than 90 days: _____</p> <p>_____</p>
MISCELLANEOUS	<p>MILITARY</p> <p>Have you ever served in the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, branch _____</p> <p>Dates of service (from) _____ (to) _____ Rank at discharge _____</p> <p>Special training: _____</p> <hr/> <p>MEDICAL</p> <p>Can you perform the essential functions of the position you're applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>CREDIT REPORT</p> <p>Please read and sign if you are applying for the following positions: Accounting, Management or Other: _____.</p> <p>I understand and voluntarily authorize Alan Wong's Restaurants, Inc. or its Agent to obtain a consumer credit report which may contain information concerning my character, reputation, personal characteristics, credit worthiness, credit standing and mode of living. I understand that should the information in my consumer credit report directly and adversely affect an employment-related decision concerning me, I will be given a copy of my report before a final decision is made.</p> <p>Date: _____ Signature: _____</p> <hr/> <p>DRUG AND ALCOHOL ABUSE POLICY</p> <p>In an effort to provide a safe and healthy workplace free from drug abuse, Alan Wong's Restaurant, Inc. practices mandatory drug testing for pre-employment, post-accident, reasonable suspicion and random drug screening. Applicants who are being offered employment will be required to undergo a drug test as part of the employment application process. A positive test result will make an applicant ineligible for employment.</p> <hr/> <p>TUBERCULOSIS TEST (TB)</p> <p>As a part of employment with Alan Wong's Restaurant, Inc. you will be required to provide an approved test result for tuberculosis for eligible employment.</p> <hr/> <p>EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</p> <p>Alan Wong's Restaurant, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of age, ancestry, race, religion, color, sex, national origin, citizenship, marital status, disability, arrest and court record, sexual orientation or other grounds protected under local, state, and federal laws, except where a bona fide occupational qualification exists.</p>

PERSONAL REFERENCES	<p>Please list professional and personal references aside from family members.</p> <p>Name: _____ Phone Number: _____</p> <p>Company: _____ E-mail Address: _____</p> <p>Name: _____ Phone Number: _____</p> <p>Company: _____ E-mail Address: _____</p> <p>Name: _____ Phone Number: _____</p> <p>Company: _____ E-mail Address: _____</p>
PLEASE READ CAREFULLY	<p><u>PLEASE READ CAREFULLY BEFORE SIGNING</u></p> <p>1. By my signature below, I promise that the information provided in this employment application (and accompanying resume or documentation) is true and complete, and that any false or misleading information or omissions may disqualify me from further consideration for employment and may lead to my immediate discharge from employment if discovered at a later date.</p> <p>2. I authorize the Company and its Agent to fully investigate my personal and employment history and authorize all of my employers (person, firm or corporation), personal references, school, government agency and another entity to provide the Company with any information, including fact or opinion, that they may have regarding me. I release the Company and all providers of any information from any liability as the result of furnishing and receiving this information. I understand and agree that if offered employment, any such employment offer shall be dependent upon the receipt of satisfactory references as determined by Alan Wong's Restaurant, Inc.</p> <p>3. I authorize the Company to provide truthful information regarding my employment to any potential or future employer and release and waive any claims against the Company for truthfully communicating any such information to a potential or future employer.</p> <p>4. I understand that this application does not create a contract of employment, and that, if hired, I am obliged to comply with any and all current and subsequently adopted Company policies.</p> <p>5. I understand that the Company has the right to modify, amend or terminate policies, benefit plans, and other Company programs within the limits and requirements imposed by law.</p> <p>6. I understand that if hired, I will be required to abide by all rules and Company policies. I also understand that my employment at Alan Wong's Restaurant, Inc. is at-will and may be discontinued by either the Company or myself at any time, with or without cause, for any or no reason. The President of the Company has sole authority to change the at-will policy and/or to create an employment contract.</p> <p>I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS</p> <p>Date: _____ Signature: _____</p> <p>This application will be kept active for 90 days. Please feel free to contact the Company after this period concerning employment opportunities.</p>

Alan Wong's Restaurants
Human Resource Department
1857 South King Street
Honolulu, Hawaii 96826
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F: 808-951-9520
careers@alanwongs.com