

APPLICANT'S STATEMENT

Our scheduling system requires that you have access to an email account that is checked regularly. This is the only avenue of communication regarding your schedule distribution. Confirmation must be acknowledged by Tuesday 9am. (More information will be given on hire.)

____ I agree to check and confirm schedule by Tuesday 9am.

____ I agree to submit to drug testing, if required, and understand that any offer of employment is contingent upon results of that examination.

____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by Ritz or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other Ritz material do not create any guarantee of employment and Ritz has the right to modify, amend or terminate policies, practices, benefits plans, or other programs within the limits and requirements for any specific period of time or to make any agreement contrary to the foregoing

____ *Employment may be terminated up to 90 days from hire date at the discretion of the Ritz Charles, Inc.*

Applicant Signature: _____ Date: _____

RITZ CHARLES

“Uniform”

(Service Staff 2016)

1. Black Microfiber Dress Shirt

2. Black Tuxedo Pants

3 Black Long Tie

4 Black Shoes – Shoes should be **NON-SKID** dress shoes. Shoes
Regardless of style **MUST** be cleaned and/or polished & they **MUST**
Be all Black

5 Black Socks – Must be at least ankle length

You **MUST** purchase TUX SHIRTS, TUX PANTS, Tie & Apron from the
Uniform House

6 Black Bistro Apron

Uniform must be purchased at the Uniform House / DC Tux

The Uniform House
441 S. Rangeline Rd
Carmel, IN 46032
317-929-4467

DC TUX
2780 E. 146th Street
Carmel, IN 46032
317-844-4070

(Apron and full uniform **MUST** be worn when entering the building and **MUST** be clean
for each and every shift).

Grooming Guidelines

- No facial Hair (Must be clean shaven)
- Deodorant Must Be Worn
- Fingernails Clean & Trimmed
- Earrings for ladies only must not be bigger than a dime
- No earrings for men
- No facial piercings (I.E. eyebrow, nose, lip, tongue, etc...)
- No visible tattoos
- Hair neat and clean –If hair is past shoulder, it must be pulled back into a tight ponytail
- Uniform ironed and clean & neat
- Undergarments must be worn with uniform
- Only one ring per hand (excludes wedding band w/ engagement ring)
- No Bracelets
- Headbands should be tasteful -one color, no multicolor or print headbands

I have read and will abide by guidelines:

Please initial: _____

INFORMATION SHEET

Have you turned in the following?:

Liquor Permit	Yes	No
Safe Serve Certificates	Yes	No
W-4 Form	Yes	No

To Obtain Necessary Permits:

Liquor Permit:

**Alcohol Beverage Commission
Capital Center Building
251 N. Illinois, #900
Indianapolis, IN**

**Open:
M-F 8:30am-4:00pm
Please bring Birth Certificate**

\$45.00 Fee

**Hamilton County Health
Department
One Hamilton County Sq, #30
Noblesville, IN
317-776-8500**

**REQUIRED BY LAW ALL SERVERS & BARTENDERS MUST BE
SAFE SERVE CERTIFIED**

Please go to www.safeserversIndiana.com or Call (317)786-7260 for class information.

Must have certificate within 120 days of hire 19+20 year olds must apply for a restricted employee permit Anyone who holds an alcohol permit is required to take this course.

Certificate MUST be on file at the Ritz Charles