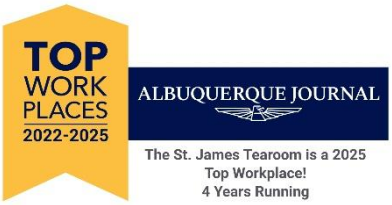
**Application for Employment Consideration**

**If you are mailing this application, please send it to:**

The St. James Tearoom
Attn: Hiring Manager
320 Osuna Rd. NE, Bldg D
Albuquerque, NM 87107




# Personal Information

Name _____
Last First Middle

Address _____
Street City State Zip

Home Phone (_____)_____

Cell Phone (_____)_____

Email Address _____

Social Security Number (last 4 digits only) _____

Are you 16 years of age or older? Yes _____ No _____
*The St. James Tearoom asks this question in order to ensure we can comply with state and local laws regulating employment of minors or establishing age requirements for certain tasks. Should you be offered a position, a copy of your birth certificate or other proof of age may be required.*

# Employment Statement

_____
**Initial**

*I understand it is the policy of The St. James Tearoom to provide equal opportunity in employment to all applicants. I understand I will receive consideration on the basis of qualifications for the position in need, without regard to race, color, sex, national origin, religious beliefs, spousal affiliation, veteran status, disability, or other protected class. I understand that according to New Mexico law, employment at The St. James Tearoom is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee with or without cause.*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# Hiring Process

Hiring at The St. James Tearoom involves a multi-stage interview process. The first stage involves a phone interview to seek clarity on the application and availability. If chosen as a candidate for the position(s), you may be called in for an in-person interview, where you will be asked questions designed to determine if you are a fit for the position(s) for which you have applied. Please allocate up to one hour for this in-person interview.

If the Hiring Manager(s) determines that you are a strong candidate, he or she will call you back to schedule a realistic job preview and second interview, which will provide you an opportunity to directly observe the position you are being considered for, and to ask any questions that you may have about the prospective position, all while shadowing a seasoned employee during a live tea service or shift. Please allocate up to three and a half hours for the realistic job preview and the follow up second interview.

_____
**Initial**

*I understand this hiring process and agree to participate in the stages of the interview process. I also understand that even upon completion of both interview stages, I am not guaranteed employment at The St. James Tearoom.*

# Compensation Acknowledgment

To uphold the values of The St. James Tearoom and create a fair and supportive work environment, we do not use a tip-based compensation model. We believe that every individual makes a unique contribution to the world-class service we provide, so we have made a commitment to pay all employees above minimum wage. As a result, we do not pay our service team a "tipped wage." All guests are informed that "no tip is expected or required," and we do not have a tip section on our receipt. An employee of The St. James Tearoom should not expect to receive tips during their employment. This unique pay structure allows us to pay all employees above minimum wage and supports the team-focused, growth-oriented, and non-competitive environment we have chosen to cultivate.

_____
**Initial**

*I understand that The St. James Tearoom does not operate using a tip-based compensation structure. I also understand that I should not expect to receive tips during my employment.*

# Appearance Standards

Due to the nature of our establishment and the world-class level of our service, *hair color* must be limited to natural or classic variations of natural colors, *piercings* (other than earlobes and simple nose studs) must be able to be removed, and *visible tattoos* must be able to be completely covered as they do not reflect the image of old world grandeur that we create in our service.

_____
**Initial**

*I understand and agree to abide by The St. James Appearance Standards.*


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# Education

High School _____
School Years Course of Study/Degree/Diploma

College / Trade _____
School Years Course of Study/Degree/Diploma

Graduate School _____
School Years Course of Study/Degree/Diploma

# Employment History

*Please fill in most recent jobs first.*

**1. Employer**_____

Address_____
Street City State Zip

Job Title/Functions_____

Supervisor_____
May we contact them for a reference? Yes / No
Telephone (_____)_____

Worked From_____ To_____
Month/Year Month/Year
Reason for Leaving:

**2. Employer**_____

Address_____
Street City State Zip

Job Title/Functions_____

Supervisor_____
May we contact them for a reference? Yes / No
Telephone (_____)_____

Worked From_____ To_____
Month/Year Month/Year
Reason for Leaving:

**3. Employer**_____

Address_____
Street City State Zip

Job Title/Functions_____

Supervisor_____
May we contact them for a reference? Yes / No
Telephone (_____)_____

Worked From_____ To_____
Month/Year Month/Year
Reason for Leaving:


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# About You

Please tell us about yourself. This can include talents, hobbies, interests, future plans, etc.

Please tell us how you know about the Tearoom. If you have been to tea before, please give a brief description of your experience at The St. James Tearoom.


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# Position(s)

Please check the position for which you are most interested in applying. If multiple positions, please use numbers to indicate your first, second, and third choices.

- Server ☐
- Expeditor / Dishwasher ☐
- Chef / Kitchen Staff ☐
- Market / Greeter ☐
- Reservationist ☐
- Carry Out Team Member ☐
- Other_____ ☐

How did you hear about the openings you are applying for? Check all that apply.

- Tearoom Employee ☐
- Friend ☐
- Email ☐
- Website ☐
- Social Media ☐
- Flyer ☐
- Other_____ ☐

Please tell us why you are interested in this position, why you are qualified for this position, and what you would expect from working at The St. James Tearoom.


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# Applicant's Availability

Start and end times vary by position. Below is a table to give you a general idea of the shifts, but these times are not all-encompassing. Start and end times vary by the day based on the needs of the business.

| | **Morning Shift** | **Midday Shift** | **Evening Shift** |
|---|---|---|---|
| **Server** | 10 am – 4:15 pm | | 3:15 pm – close* |
| **Expeditor/Dishwasher** | 9:15 am – 4:00 pm | 12:15 pm – 5:15 pm | 3:15 pm – close*<br>4:45 pm – close* |
| **Kitchen** | 7 am – 2 pm | | 2 pm – 7 pm |
| **Market** | 9:45 am – 4 pm | 12:30 pm – 6:45 pm | 3:15 pm – close* |
| **Reservationist** | 8:30 am – 4:30 pm | 9:00 am – 2:00 pm | 12 pm – 7 pm |

*Closing shifts end around 7:00 or 9:30 pm, depending on the day and how long it takes to finish all closing duties.

**Your Availability**

Please list all times that you are available and willing to work for each day below. Refer to the table above for the positions you are applying. Should you be offered a position, you may be expected to work shifts that fall within the times you list as available.

| | | |
|---|---|---|
| Monday | From: | To: |
| Tuesday | From: | To: |
| Wednesday | From: | To: |
| Thursday | From: | To: |
| Friday | From: | To: |
| Saturday | From: | To: |
| Sunday | From: | To: |

Date you can start:

_____

Are you seeking employment for:

☐ Part-time

☐ Full-time

**Mandatory** Staff Tasting Meetings occur once a month at the start of each new menu on a Monday from 3:30 pm to 5:30 pm. **Can you attend?** ☐ Yes ☐ No

Do you have reliable transportation to report to work on time on a regular and consistent basis? ☐ Yes ☐ No


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# Owners' Statement

We feel it is fair to inform all prospective employees that The St. James Tearoom is a Christian-owned business, which means our ultimate personal goal as owners is to glorify God in everything we do. Of course, employees are not required to share this belief and will be permitted to opt out of any Christian-based activities, such as prayer before staff meetings, without fear of reprisal.

The St. James Tearoom values **Honesty, Integrity, Fairness, Honor, Courtesy, Care, Excellence, Elevation, and Respect** and believes these values have been integral to the success of The St. James Tearoom. We desire to create a working atmosphere filled with mutual respect, kindness, and the drive to work together in creating something excellent and of great value in our society. We want our employees to understand that we greatly value their input into growing and improving this organization into the national sphere.

We welcome your application and thank you for your interest in The St. James Tearoom!

# Applicant's Statement

_____ **Initial**

I, the applicant, hereby swear that the information provided in this Application for Employment is true, correct, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of the fact on this application may result in my dismissal.

_____ **Initial**

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future and that I have the right to terminate my employment at any time, with or without notice, and the company has the same right, according to New Mexico law.

_____ **Initial**

I understand that if I am scheduled for a realistic job preview, The St. James Tearoom may contact my previous employer(s) to whom I have given my permission, and I hereby authorize those employers to disclose all records and other information pertinent to my employment with them. I authorize The St. James Tearoom to perform a background check, as the Tearoom deems necessary for a position.

*I have read and initialed all the acknowledgments within this application. I accept the standards and guidelines of this company, and I wish to be considered for employment at The St. James Tearoom.*

**Signature**_____ **Date**_____


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