



WE  
LOVE TO  
SERVE  
YOU!

## ABOUT THE RESTAURANT COMPANY, INC.

The Restaurant Company's success, begun in 1969, has been based on the vision of founder Richard Ripp. A graduate of the Culinary Institute of America, his vision for his restaurants include creative menus, quality foods, innovative building designs and outstanding customer service. These guiding principles have contributed to his company's longevity and prominence in Virginia.

Locally owned and operated by the Ripp family, The Restaurant Company is comprised of Arby's franchised restaurants and several full service restaurants. These include Vie de France, and Can Can Brasserie in Richmond, VA.

**We are continuing to grow in the Richmond area and are looking for great people to join us.**

## APPLICATION FOR EMPLOYMENT

### OUR VALUES:



**A proud recipient of the U.S. Senate Productivity and Quality Award for Virginia (SPQA) medallion of excellence.**

This award honors organizations who cultivate continuous performance excellence through a process of training and education, evaluation, feedback and recognition.

# THE RESTAURANT COMPANY INC.

# BENEFITS



Full time associates work an average of 30 or more hours a week!

**Medical Package:** Pick the insurance package to suit you and your family's needs!

**Dental Plan:** Included in all insurance packages!

**Vision Care Plan:** Included in each medical insurance package at participating providers!

### Voluntary Short and Long Term

**Disability:** Payroll deduction and you can take it with you!

**Voluntary Life Insurance:** You set the amount and it's portable!

**Employee Referral Program:** Generous bonus for having fun with your friends at work!

**Cafeteria Plan:** Flexible spending account, pre-tax deduction to pay additional medical and dependent care expenses!

**Automatic Salary Increases:** Raises depending on the number of hours you work starting on day one!

**Labor Pooling:** Need extra money? Don't get a second job; get a second store!

**401K Plans:** Voluntary pre-tax payroll deduction to help you start saving for retirement!

**Vacation:** Earn vacation time from day one according to the number of hours you accrue!

**Tuition Reimbursement:** \$1500 per year for books and tuition!

**Discounted Meals:** 50% discounts on meals while you work!

**Paid Holidays:** Thanksgiving, Christmas and your birthday are paid time off!

**Accidental Death and Dismemberment:** \$10,000 benefit included in your medical package!

**Leaves of Absence:** Options available for those unexpected life occurrences!

# THE RESTAURANT COMPANY INC.

# UNIFORM

# AND GROOMING STANDARDS

Our customers insist on all of our restaurants being clean and sanitary. They are equally insistent that the people who serve them are clean in appearance and professional in manner. It is your responsibility to always maintain a professional, neat, clean and pleasing appearance.

## MEN

**Hair:** Clean, neatly trimmed and combed. Hair length must not extend below the top of the collar or over the

ears. The Restaurant Company does not allow pony tails, cornrows, beads, non-natural colors or sprays, or dreadlocks. Fads and unusual hairstyle trends must be reserved for "off duty" times.

**Shaving:** Must be clean-shaven each day. The Restaurant Company does not allow beards or goatees. The Restaurant Company allows mustaches only if well trimmed and neat in appearance. No highly scented after-shave or cologne is permitted.

**Sideburns:** Must not extend below the bottom of the earlobe.

**Undergarments:** Required.

**Nails:** Closely manicured and clean. No airbrushing, colored or tinted polish is allowed. Nails cannot extend 1/8" beyond the tip of the finger. Artificial nails are not permitted.

**Visible jewelry:** Only one ring per hand and one watch are permitted. Male associates are not permitted to wear earrings.



## WOMEN

**Hair:** Must be clean and neatly combed. Longer hair must be secured in

some fashion by the use of a ribbon, hair net, etc. If hair reaches the shoulders, it must be tied back in a way that prevents it from falling forward over the shoulders. The Restaurant Company does not allow tall hairstyles, beads, non-natural colors or sprays, cornrows or dreadlocks. Fads and unusual hairstyle trends must be reserved for "off duty" times.

**Nails:** Closely manicured and clean. No airbrushing, colored or tinted polish is allowed. Nails cannot extend 1/8" beyond the tip of the finger. Artificial nails are not permitted.

**Undergarments:** Required.

**Cosmetics:** Use in moderation and in good taste. Current cosmetic fashions and/or fads should be reserved for off duty. No highly scented colognes.

### Visible jewelry:

Only one ring per hand and one watch are permitted. Female associates may wear one small post type (round ball or diamond) earring in the lobe of each ear.



**UNIFORM:** When reporting for your scheduled shift, the company-issued uniform must be laundered and pressed. Dark socks and dark polishable, slip-resistant shoes must be worn.



# APPLICATION FOR EMPLOYMENT

Please note: we test applicants for drug use.  
So if you use illegal drugs, please do not apply.

Please complete entire application and answer all questions fully to ensure processing.

<b>PERSONAL INFORMATION</b> (Please print)				
Last Name	First Name	Middle Name	Social Security Number	Today's Date (M/D/Y)
Birthdate, if under 18 years of age	Have you been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (All new hires will be required to provide proof of eligibility to work in the U.S.)	
Present Street Address		City	State	Zip Code/Postal Code
Permanent Street Address		City	State	Zip Code/Postal Code
Daytime Phone Number		Cell Phone Number	Referred By	

<b>EMPLOYMENT DESIRED</b> (If you are applying for an hourly position, please keep in mind that the availability of hours may vary.)							
Position applying for		Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Salary Desired	Date You Can Start		
Specify hours available for each day of the week	Sunday _____ to _____	Monday _____ to _____	Tuesday _____ to _____	Wednesday _____ to _____	Thursday _____ to _____	Friday _____ to _____	Saturday _____ to _____
Are you willing to work weekends and holidays when others are off? <input type="checkbox"/> Yes <input type="checkbox"/> No							
How many hours do you wish to work?		Have you ever worked for Arby's? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when?	Which Location?	Manager's name	
Do you know anyone presently working for us? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, who?					

<b>EDUCATION</b>	Name and Address of School	Circle Last Years Completed	Did you Graduate?	GPA	Subjects Studied and Degrees Received
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Post College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade, Business, or Correspondence School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
List skills relevant to the position applied for					

List all extra curricular activities, hobbies, academic awards, honor societies, etc.
Why do you want to work for Arby's?
Describe any previous job duties or special training relevant to the job you are applying for:
Do you have a reliable means of transportation to get to work? <input type="checkbox"/> Yes <input type="checkbox"/> No

(Over please)

<b>WORK EXPERIENCE</b> (Begin with your most recent employer first. Please complete even if you attach a resume.)			
From	To	Employer	Telephone ( )
Hourly Rate / Salary Start \$ per Final \$ per	Address		City State Zip Code/Postal Code
Starting job title / Final job title		Summarize the nature of work performed and job responsibilities	
Immediate supervisor and title		Reason for leaving	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, please explain	
From	To	Employer	Telephone ( )
Hourly Rate / Salary Start \$ per Final \$ per	Address		City State Zip Code/Postal Code
Starting job title / Final job title		Summarize the nature of work performed and job responsibilities	
Immediate supervisor and title		Reason for leaving	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, please explain	
From	To	Employer	Telephone ( )
Hourly Rate / Salary Start \$ per Final \$ per	Address		City State Zip Code/Postal Code
Starting job title / Final job title		Summarize the nature of work performed and job responsibilities	
Immediate supervisor and title		Reason for leaving	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, please explain	
From	To	Employer	Telephone ( )
Hourly Rate / Salary Start \$ per Final \$ per	Address		City State Zip Code/Postal Code
Starting job title / Final job title		Summarize the nature of work performed and job responsibilities	
Immediate supervisor and title		Reason for leaving	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, please explain	

<b>REFERENCES</b> Give below the names of three professional references, whom you have known at least one year.			
Name	Address & phone number	Business	Years acquainted. How do you know this person?
Name	Address & phone number	Business	Years acquainted. How do you know this person?
Name	Address & phone number	Business	Years acquainted. How do you know this person?

**PLEASE READ—** It is company policy to make no discrimination in employment because of race, color, religion, age, sex, ancestry, national origin, marital, or veteran status, or the presence of a non-job related disability or handicap.

**STATEMENT—** I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal. I authorize the employers listed above to give you any and all information they may have, personal or otherwise, and release all parties from liability for any damages that may result from furnishing the same to you. In consideration of my employment, I agree to conform to the rules and regulations of The Restaurant Company and that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either the company or myself. I understand that no manager or representative of The Restaurant Company, other than the president of the company, has any authority to enter into any agreement for any specified period of time or to make any agreement contrary to the forgoing.

PLEASE SIGN	DATE
-------------	------