GWEN MARLOWE

FOODS & CATERING

JOIN OUR TEAM | EMPLOYMENT APPLICATION

Complete pages 1-3 to apply. Page 4 is for use only after accepting an offer.

Download and open in Adobe Acrobat Reader for best results. Type in the fields, save a copy, and email pages 1-3 to info@gwenmarlowe.com with subject "Team Application - Your Name".

01 CONTACT & POSITION

Full name

Application date (MM/DD/YYYY)

Phone

Email

City / State / ZIP

Preferred contact method / best time

Positions of interest (check all that apply)

- ☐ Chef / cook
- ☐ Prep cook
- ☐ Event server
- ☐ Event manager / lead
- ☐ Dishwasher / utility
- ☐ Delivery / setup

Other position

Earliest available start date

Desired schedule: full-time / part-time / on-call / seasonal

Desired pay (optional; do not include prior pay)

02 AVAILABILITY & EVENT SCHEDULING

Enter available start/end times for each day, or write unavailable.

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Weekly hours desired, scheduling limits, notice needed & planned absences

Can you report reliably to assigned job / event locations?

Select

Areas you can work / travel limits

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EXPERIENCE & QUALIFICATIONS

Applicant name

03 RELEVANT SKILLS & TRAINING

Check your experience. Training may be available; a card is not required to apply.

- ☐ Food prep / knife skills
- ☐ Hot line / batch cooking
- ☐ Buffet setup / service
- ☐ Plated / banquet service
- ☐ Guest service
- ☐ Event setup / breakdown
- ☐ Dishwashing / sanitation
- ☐ Inventory / packing
- ☐ Team supervision
- ☐ Delivery / loading
- ☐ Bartending / beverage service
- ☐ Large-volume catering

Current food safety / manager / RBS or other relevant training (if any)

Issuer / jurisdiction / expiration dates (if known)

Languages used for guest or team communication (optional)

04 WORK HISTORY

Most recent first. Include relevant employment, volunteer or self-employed work.

1. Employer / organization

Role / title

Dates worked (month/year - month/year)

Supervisor / phone or email

Main duties, relevant achievements & reason for leaving

2. Employer / organization

Role / title

Dates worked (month/year - month/year)

Supervisor / phone or email

Main duties, relevant achievements & reason for leaving

Additional history or a resume may be attached. Please omit salary history.

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REFERENCES & APPLICANT ACKNOWLEDGMENT

Applicant name

05 ADDITIONAL EXPERIENCE & REFERENCES

Relevant education / training (omit graduation dates)

What would you bring to our team? Include catering volume / leadership experience.

Two professional references (supervisors, clients, teachers or volunteer leaders).

Reference 1: name / relationship

Phone / email

Organization / how long they have known your work

May we contact?

Select

Reference 2: name / relationship

Phone / email

Organization / how long they have known your work

May we contact?

Select

Employer / reference contact restrictions (e.g., do not contact current employer)

06 PLEASE READ & ACKNOWLEDGE

I certify that my application is accurate to the best of my knowledge. Material false statements or omissions may result in rejection or, if hired, dismissal. I authorize verification of job-related information and contact with the references listed, subject to the restrictions I have stated. Any legally required background-check disclosures and consent will be handled separately.

This application is not an employment offer or a guarantee of hours. Gwen Marlowe Foods & Catering provides equal employment opportunity and reasonable accommodation in the application process. For application assistance, contact info@gwenmarlowe.com or (951) 755-7198. Do not include medical details, age, birth date, Social Security number, immigration documents, bank details or criminal history.

Applicant signature (type full name, or sign after printing)

Date

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NEW HIRE DETAILS | AFTER OFFER ONLY

Confidential - complete only after accepting an offer. Do not send with the application.

Return this page directly to your hiring manager through the private method they provide. Tax, identity and bank information must be collected separately through secure onboarding.

07 EMPLOYEE CONTACT & EMERGENCY INFORMATION

Legal name (for personnel records)

Preferred name (optional)

Mailing address / apartment

City / State / ZIP

Best phone / email

Emergency contact name / relationship

Primary / alternate phone

Alternate emergency contact name / relationship (optional)

Alternate contact phone

08 HIRING MANAGER - ONBOARDING CHECKLIST

Position / supervisor

Start date / agreed pay rate

Track completion here; collect the actual documents separately and securely.

- [ ] Written offer / pay rate and required wage notice
- [ ] Form I-9 and work authorization verification within required deadlines
- [ ] Federal W-4, California DE 4 and secure payroll setup
- [ ] Emergency contact details and employee contact record
- [ ] Workers' compensation information and required notices
- [ ] Handbook / meal and rest breaks / sick leave policies
- [ ] Food safety training, local certification and paid training arrangements
- [ ] Role-specific safety, lifting, equipment and event orientation
- [ ] Timekeeping, scheduling, uniforms and supervisor contacts
- [ ] Required harassment-prevention / role-specific training, as applicable