



SINCE 2001

**Majesty Staffing, LLC.**  
**PRE-APPLICATION QUESTIONNAIRE**  
**APPLICACION DE EMPLEADO**

Minerva Luis  
Name - Please Print  
Nombre

01-20-15  
Date  
Fecha

214 687 8543  
Phone number  
Numero de telefono

Email

Si  
Transportation  
Transportacion

cafeterias y oficinas  
What jobs or jobs are you applying for?  
Que clase de trabajo buscas?

9:50  
What pay rate are you expecting?  
Que tipo de pago quires?

Paula Vertiz  
How Did You Hear About Majesty Staffing?  
Quien te dijo de nosotros?

Are you willing to take a drug screen?  
Puedes pasar un examen de drogas?

Yes ☒ No ☐

Will you release your background information inclusive of criminal records?  
Puedes pasar un examen de tu actividades criminales?

Yes ☒ No ☐

Minerva Luis  
Signature  
Firma

1-20-15  
Date  
Fecha



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## Majesty Staffing, LLC.

### What We Do

We offer our clients 5 primary staffing alternatives:

**Temporary** – One day or on-going assignments in which the employee “fills in” to cover an employee absence due to illness, vacation or additional staff requirements for large events.

**Permanent Placement** – At times, clients are looking for full-time, permanent help. They will send us the requirements of the position and we scour our database to find the right candidates. If your qualifications are a fit, we’ll make all of the interview arrangements for you.

**Temp to Perm** – You will start in a temporary position with a client and based on your performance, they have the option to keep you as a permanent employee after you’ve worked 520 hours for Majesty or 400 hours if you’re working for a Sodexo client. **Field employees are responsible for completion of temp to perm hours!**

**SmartHire** – If a client finds a candidate on their own, they can send them to our office and we’ll do all of the paperwork and payroll for them. You will still work for Majesty, the client is “trying you out”.

**Alquiler Directo** – When clients have an urgent need for staff, they can hire one of our employees directly for a negotiated fee. The employee immediately goes from Majesty to the company’s payroll.



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## Majesty Staffing, LLC.

### What We Do

**Majesty Staffing, LLC.** is an agency that is exclusive to the food service and hospitality industries. Our job is to supply our clients with the professional food service and hospitality employees on a temporary, part-time, full-time or permanent basis.

We staff all employment levels of the food service and hospitality industry.

#### Our client base includes:

Apartment Communities  
Catering Companies  
Convention Centers  
Corporate Clients  
Country Clubs  
Hospitals  
Hotels  
Private, At-Home Parties  
Resorts  
Restaurants  
Retirement Communities  
Schools  
Sports and Entertainment Venues

#### Positions we staff:

Banquet Servers  
Banquet Set-Up Personnel  
Bartenders  
Cashiers  
Concession Workers  
Cooks & Chefs  
Demonstration Personnel  
Dishwashers/Utility Personnel  
Food/Tray Runners  
Housekeeping  
Line Cooks  
Line Cooks  
Maintenance Personnel

At Majesty Staffing, we realize that our employees are the most important aspect of our service. We strive on being professionals and so must you. All employees are expected to appear and conduct themselves in a professional manner in accordance with our mission statement:

*Our mission is to develop long term business partnerships with our clients by customizing our services to their individual needs. Majesty Staffing, LLC. is committed to providing total client satisfaction. We strive to exceed our client's expectations, support temporary personnel and be the elite in the hospitality staffing industry.*

# HOSPITALITY INDUSTRY EXPERIENCE

Name: \_\_\_\_\_

Please mark an X in the box of any of the following that apply to you.

## Availability:

- I will work any day of the week ☐ AD1  
 I will work Mon - Fri ☐ AD7  
 I will work weekends ☐ AE1

## Languages (select all that apply):

- I am bilingual ☐ AF9  
 I speak Spanish ☐ AF1  
 I speak French ☐ AF2  
 I speak German ☐ AF3  
 I speak Japanese ☐ AF4  
 I speak another foreign language ☐ AF5  
 \_\_\_\_\_  
 No habla Ingles ☐ AF6

## Transportation:

- I have my own transportation ☒ AO4  
 I utilize Public Transportation ☐ AO9

## Certifications:

- Food Handlers Certification ☐ FHC  
 TABC Certification ☐ TBC

## Computer/Software Skills (select all that apply):

- MS Word ☐ LK6  
 MS Excel ☐ LD6  
 MS PowerPoint ☐ LF2  
 Access ☐ LF7  
 MS Outlook ☐ LF6  
 Quickbooks ☐ PB7

## HOUSEKEEPING (select all that apply): HK

- Housekeeping - Commercial ☒ HK1  
 Maid - Residential ☐ HK2  
 Custodial - Flooring/Heavy Equipment ☐ HK3

## FRONT OF THE HOUSE (select all that apply): FH

- Banquet Server ☐ HB1  
 Bartender ☐ HB2  
 Bar Back ☐ HB3  
 Barista ☐ HB4  
 Cashier ☐ HB5  
 Concession Workers ☐ HB6  
 Demonstration ☐ HB7  
 Dietary Clerk ☐ HB8  
 Host / Hostess ☐ HB9  
 Line Server ☒ HBA  
 Tray Runner ☐ HBB  
 Wait Staff ☐ HBC  
 Banquet Captain ☐ HC1  
 Captain ☐ HC2  
 Concierge - Day ☐ HC3  
 Concierge - Night ☐ HC4  
 Event Management ☐ HC5  
 Site Supervisor - Lead ☐ HC6

## BACK OF THE HOUSE (select all that apply): BH

- Chef - Certified ☐ HA1  
 Sous Chef - Certified ☐ HA2  
 Cook - General ☐ HA3  
 Grill Cook ☐ HA4  
 Line Cook ☐ HA5  
 Overnight Cook ☐ HA6  
 Prep Cook ☐ HA7  
 Busser ☐ HD1  
 Dishwasher ☐ HD2  
 General Labor ☐ HD3  
 Housemen ☐ HD4  
 Set-up ☐ HD5  
 Utility ☐ HD6



## Acknowledgement of Employment Guidelines

I have received a copy of Majesty Staffing's Employment Guidelines. By signing below, I acknowledge that I have read and understand the policies and agree to comply with such.

### EMPLOYEE

Printed Name: MINERVA LUIS

Signature: X Minerva Luis

Date: 1-20-15

## **Attendance Policy**

Effective January 6, 2014:

Timely and regular attendance is an expectation of performance for all Majesty employees. To ensure adequate staffing to our clients, employees will be held accountable for adhering to this policy. The policy operates on a 3 strike system within a 90 day time frame. Three unexcused absences within any 90 day time period will result in an employee becoming ineligible for new assignments and will be transitioned into a by request only capacity.

Those employees who have perfect attendance will be put into a monthly drawing for a \$30 gift card.

### **PROBATIONARY PERIOD**

All new employees will be on a 21 Day (3 week) probationary period from their first day of work. What this means is there is zero tolerance for call outs, being more than 15 minutes late, unexcused absences, early departures, and negative feedback from the client concerning attitude and work performance for this time period. Once this period is over these matters are still unacceptable, but will transfer to the 3 strike policy.

### **UNEXCUSED ABSENCES**

An absence will be defined as failure to report to work as scheduled without proper and timely notification. An absence becomes unexcused when proper/verifiable documentation is not provided. In the event you cannot make it to work, notification is required 24 hours prior to the assignment. 24 hour notification does not warrant an excused absence, documentation will still be required.

- 1<sup>st</sup> Occurrence – Formal Written Warning
- 2<sup>nd</sup> Occurrence – Final Written Warning, 30 day probation period
- 3<sup>rd</sup> Occurrence - Request Only Capacity

### **TARDY/EARLY DEPARTURE**

A tardy will be defined as arriving to an assignment outside of the grace period after the shift has started. Early departure will be defined as leaving before a shift ends without the approval of your Majesty supervisor. Both a tardy and an early departure will be counted as a half occurrence.

### **NO CALL/NO SHOW**

No call/no show will be defined as not reporting to work and not calling to report the absence. This is a serious matter. The first instance of a no call/no show will result in a final written warning pending verifiable documentation. Without the proper documentation this may be grounds for termination.

### **FAMILY AND MEDICAL LEAVE ACT**

Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

**By signing this I am showing I have read and understand this attendance policy.**

Print Name Minerva Luis  
Signature X Minerva Luis Date 1-20-15

**Certification, Consent and Authorization**  
**Please Read**

In submitting this application for employment, I authorize investigation of all statements contained herein. I state that the information provided to you in this application is true and complete. I understand and agree that any misrepresentation (including omission of information) by me in this application will be sufficient cause for cancellation of the application and/or for separation from Majesty Staffing.

I understand that if accepted for employment, I will be on Majesty's payroll at your clients' location. I understand that any information obtained while working for Majesty's clients will be kept confidential. It is agreed that I will obtain permission from Majesty before discussing any permanent opportunities with your client.

I also agree to call or text the Majesty office immediately following completion of my assignment to make myself available for work. If I fail to do so, Majesty Staffing may assume that I am not available for work, that I voluntarily quit and that unemployment benefits may be denied.

Applicant Name (Print): X Minerva

Date: 1-20-15 Signature: Minerva