



Thank you for your interest in joining the Civil Cigar Lounge team

About Civil Cigar Lounge:

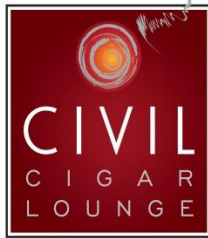
Civil Cigar Lounge is scheduled to open in mid-January 2013. The space includes a cigar retail store, a full service bar/lounge/restaurant, 3 private dining rooms and 126 cigars lockers available for rental. The bar and lounge will comfortably seat 95 guests in either high back leather club chairs, at exquisitely finished wood dining tables, or a slick modern bar. Civil Cigar Lounge will be the premier smoking, drinking and eating venue in the metropolitan Washington, DC area.

Civil Cigar Lounge is collaborating with Bryan Voltaggio of Volt in Frederick, MD and now Range to provide a unique menu of small and medium plates for our guests to enjoy with their cocktails and cigars.

Application Process:

Please fill out the application and submit it to one of the Civil Cigar Lounge representatives. There may or may not be an opportunity to interview with one of the hiring managers. If you do not have the opportunity to interview during your initial visit your application/resume will be submitted for review and callbacks will be made within a week or two if we are interested in speaking with you further about a position.

If you have any question please contact a representative of Civil Cigar Lounge or Paul Spence
Paul@CivilLounge.com



DRINK. SMOKE. EAT.

Application for Employment

Civil Lounge
5335 Wisconsin Ave, NW
Washington, DC 20015

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Civil Lounge considers applicants for all position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, or disability.

PERSONAL INFORMATION:

Position Applied for: _____

Date of Application: ____/____/____

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ Apt#: _____

City: _____ State: _____

Zip Code: _____

Telephone Number:

Cell: _____ Home: _____

Social Security Number: _____

Driver's License or State ID Card: _____

Passport Number: _____ Country: _____

GENERAL INFORMATION

1. How did you learn about us? (Circle all that Apply)

Newspaper Ad Friend Walk-in Internet Other _____

2. Do we currently employ a member of your family or household? **Yes** **No**

If yes, give name: _____

3. Are you currently employed? **Yes** **No**

4. May we contact your current employer? **Yes** **No**

5. Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status?

Yes **No** **Proof of Visa or Immigration Status will be required upon employment.**

6. Other than minor traffic violations, have you ever been convicted of a felony? Answering "yes" will not automatically disqualify consideration of your application for employment.

Yes **No** **If Yes, Please describe:**

EDUCATION:

High School Name and Location: _____

Years attended: _____

Did you graduate? **Yes** **No**

College/Undergraduate School Name and Location: _____

Years attended: _____

Did you graduate? **Yes** **No**

Diploma/Degree: _____

Graduate/Professional School Name and Location: _____

Years attended: _____

Did you graduate? **Yes** **No**

Diploma/Degree: _____

Describe any specialized training, apprenticeships, and extra-curricular activities:

Indicate any foreign languages you can speak, read, and/or write:

List Professional, trade, business or civic activities and offices held. You may exclude memberships, which would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected statuses.

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodations?

Yes **No**

Is there anything that could prevent you from reporting to a scheduled shift on time?

Yes **No** If YES, Explain: _____

REFERENCES

Give name, relationship, and current telephone numbers of three references.

Name: _____

Relationship & Phone: _____

Name: _____

Relationship & Phone: _____

Name: _____

Relationship & Phone: _____

EMPLOYMENT HISTORY

Start with your present or last job and list all employment for the last 10 years, attach additional sheets if needed. (Do not substitute your resume for this information.) Include any job-related service assignments and volunteer activities. You may exclude volunteer organizations which indicate race, sex, color, religion, national origin, disability, and other protected status.

Employer: _____

Dates Employed:

From: _____ To: _____

Description of Duties: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Job Title: _____

Supervisor: _____

Reason for leaving (circle): **Voluntary Resignation** **Involuntary Termination** **Layoff**

Explain: _____

Employer: _____

Dates Employed:

From: _____ To: _____

Description of Duties: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Job Title: _____

Supervisor: _____

Reason for leaving (circle): **Voluntary Resignation** **Involuntary Termination** **Layoff**

Explain: _____

Employer: _____

Dates Employed:

From: _____ To: _____

Description of Duties: _____

Address: _____

City, State, Zip: _____

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Job Title: _____

Supervisor: _____

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Explain: _____

Employer: _____

Dates Employed:

From: _____ To: _____

Description of Duties: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Job Title: _____

Supervisor: _____

Reason for leaving (circle): **Voluntary Resignation** **Involuntary Termination** **Layoff**

Explain: _____

**CERTIFICATION AND AGREEMENT
READ CAREFULLY BEFORE SIGNING**

1. "I certify that all information submitted by me in my application is true and complete. I understand that any false information, misrepresentation or omission of facts in my application, including resumes submitted, or any attachments to my application may result in refusal of employment or if employed, termination of employment.
2. It is my understanding that the company will make a thorough investigation of my work, educational, and personal history and may verify all data given in my application, related papers or oral interviews. I authorize such investigation and the giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may result in refusal of employment, or if employed, terminated of employment.
3. I further understand that the Company can change compensation and benefits at any time with or without cause and with or without notice. I also understand and agree that the terms and conditions of my employment may be changed with or without cause and with or without notice, at any time by the Company.
4. I understand that the Company may, from time to time, establish rules, regulations, policies, and/or disciplinary procedures written and unwritten. In consideration of my employment, I agree to conform to all applicable rules, regulations, policies, and/or disciplinary procedures of the Company. I understand that those rules, regulations, policies, and/or disciplinary procedures are not intended by the Company to create an obligation of continued employment.
5. I understand that this document is an application for employment and continued employment is not being offered. I hereby understand and agree that my employment, both during and after the introductory or orientation period, is for an indefinite period, and that nothing in this application or any other Company document shall be deemed to create any contract of continued employment between me and the Company.

6. I understand that no Company representative, other than its Chief Executive Officer, and then only in writing and signed by the Chief Executive Officer, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.
7. I understand that employment beyond the introductory or orientation period or employment for any number of years shall not result in any heightened expectation of continued employment. I understand and agree that any statements to the contrary, whether oral or written are expressly disavowed and are not to be relied upon by me.
8. It is my understanding that this application for employment will only remain active for 90 days following the date of this application.”

Applicant: _____
Please Sign Today's Date

Witnessed By: _____
Please Sign Today's Date