

EMPLOYMENT APPLICATION

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability.

Name:

 FIRST MIDDLE LAST

Present Address:

 Street City State Zip Code

Email Address:

 Telephone No. _____

Job(s) applying for: _____ Rate of pay expected: \$ _____ per _____

How did you learn of this opening? _____

AVAILABILITY

How many hours available to work per week: _____ Are you available anytime? Circle: Yes/No

Please state hours available to work and note that at various times of the year, we are open on Sunday
Start Date desired? ___/___/___

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:

How WOULD YOU RATE YOURSELF? *1= Improvement needed 2= OK 3= Good 4= Top performer*

_____ **Energy Level:** Your sense of urgency, self-motivation and enthusiasm.

_____ **Communication Skills:** Your ability to listen well, express ideas clearly and accept feedback.

_____ **Hospitality:** Your natural friendliness and customer service skills.

_____ **Reliability:** Your dependability, attendance, self-discipline and dedication.

_____ **Personal Pride:** Your appearance, hygiene and achievement.

_____ **Teamwork:** Your cooperation with others and team spirit.

What achievement in life are you most proud of? _____

What are your personal strengths? _____

What are your weakest areas? _____

What are your five-year goals? _____

Why do you want to work here? _____

What can you bring to Shirley's Bakery & Café? _____

Can you perform the essential functions of this job, with or without accommodations? Yes _____ No _____

Do you have reliable transportation to work? Yes _____ No _____

Do you have any relatives or friends currently working for Shirley's Bakery & Cafe? Yes _____ (who?)
 No _____

How long are you planning on being employed with Shirley's Bakery & Café? _____

MATH TEST: If a customer comes in to place an order for 156 rolls, how many dozens would he/she be getting? _____

If a customer wants to buy a bakers dozen, how many rolls are they getting? _____

EDUCATION HISTORY

Name/Location of School Years Attended Did You Graduate Subjects Studied

Name/Location of School	Years Attended	Did You Graduate & What was your GPA	Subjects Studied
High School:			
College:			
Trade, Business or Correspondence School:			

GENERAL INFORMATION

Other achievements, certifications, awards, licenses, subjects of study/research or alternate training/skills:

FORMER EMPLOYERS

List below last four employers, starting with the last one first & **attach a resume** to this application.

Date Month/Year	Name & Address Of Employer	Salary	Position	Reason for leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

REFERENCES

(List below the names of two persons not related to you, whom you have known for at least one year)

Name

Telephone No.

Occupation

Years known

Name

Telephone No.

Occupation

Years known

IMPORTANT - READ BEFORE SIGNING

I certify that information given herein is true and complete to the best of my knowledge. I understand that incorrect, misleading or incomplete information on this application may result in immediate termination of employment. I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason. I also understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any prospective or existing employee. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs before and during employment.

Signed _____ Date _____

OFFICE USE ONLY

Date submitted: _____ Received by: _____

Date of interview: _____ Other Notes: _____