



## **GREAT HARVEST BREAD CO.**

### **EMPLOYMENT APPLICATION**

#### *Dear Applicant:*

*We are happy you have expressed interest in working with us here at Great Harvest. There are a few important things you need to know before you continue with the application process.*

*Great Harvest Bread Co. is a special company. A lot of teamwork and effort goes into each day. We are excited about what we do and the product that we sell. Customer service is our top priority. Everyone in the bakery is expected to be attentive to and serve customers. We care a lot about what goes into our products and making sure that we maintain a high standard in everything that we produce here. Great Harvest is a unique bakery and we try to provide a memorable experience for all our customers.*

*Holidays are especially important at Great Harvest. We provide lots of bread, rolls and sweets for people during the holidays. These are especially busy times for us and this makes teamwork that much more important. Employees are expected to put forth their best effort and be flexible. Therefore, you are expected, and needed, to work during this time. If you have obligations or vacations planned during the holidays, you need not apply. We are flexible with schedules & vacations during other parts of the year.*

*Unless you meet and maintain these standards, your application cannot be accepted:*

- Hair must be clean, well groomed and kept off your face.*
- Men must be clean-shaven or keep their beards and mustaches well trimmed.*
- Jewelry appropriate to our business may be worn by employees unless there is a safety issue.*
- No facial jewelry (small nose post subject to approval by manager)*
- Tattoos visible to our guests are not allowed unless approved by manager.*

Thank you for your interest in Great Harvest. We look forward to reviewing your application.

## PERSONAL INFORMATION

Name		Are you 18 years or older?	
Address			
City	State	Zip	Phone
Best time to call			
Email address			
Have you ever been convicted of a crime? <input type="checkbox"/> NO <input type="checkbox"/> Yes (Please provide a full explanation on the back.)			

## DESIRED EMPLOYMENT

Are you legally able to be employed in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No	What type of position are you seeking?
Have you ever been fired from a job? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide a full explanation on back)	Date available to start: Hours per week desired:
How long do you plan on working for us?	

## HOURS AVAILABLE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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## EDUCATION

School most recently attended
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<i>Last Grade Completed</i>	<i>GPA</i>	<i>Graduated?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Now enrolled?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>What activities were you involved in during high school and college?</i>			

## **EMPLOYMENT HISTORY**

*Please provide information for your three most recent employers, listing your most recent employer first.*

<i>Company</i>		<i>Address</i>	
<i>Telephone</i>		<i>Dates Worked</i>	
<i>Starting position</i>	<i>Ending Position</i>	<i>Supervisor</i>	<i>Wage</i>
<i>How would your supervisor rate your performance?</i>		<i>Reason for leaving</i>	

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## **PROFESSIONAL REFERENCES**

<i>Name</i>	<i>Telephone</i>
<i>Relationship</i>	<i>Length of Relationship</i>

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## **ADDITIONAL INFORMATION** (*fired, criminal history, etc.*)


### *Please Read*

*Thank you for applying for employment at Great Harvest. After you have submitted your application the owner will review it and decide if you are right for any positions currently open. **PLEASE DO NOT CALL.** If you are not hired at this time, Great Harvest will keep your application on file.*

### **AUTHORIZATION**

*I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application could be grounds for dismissal.*

*I authorize investigation of all statements contained herein and understand that the references and employers listed above may be asked to provide Great Harvest with any and all information concerning my previous employment as well as any pertinent information they may have, personal or otherwise, and release Great Harvest from all liability for any damage that may result from utilization of such information.*

*I understand and agree that no representative of Great Harvest has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized Great Harvest representative.*

*I understand that Great Harvest reserves the right to employ at will and that employment can be terminated with or without cause, with or without notice, at any time, at the option of Great Harvest or at the option of the Employee.*

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*Signature*

*Date*

*Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*What prompted you to apply to Great Harvest?*

*What are some of the things that you value in an employer?*

*How would you describe your work style and your work ethic?*

*What challenges do you foresee in this type of job and how would you overcome them?*

*Do you have any specific salary requirements?*

*Great Harvest is a high-volume business with a work day that can be long and stress-filled. What makes you believe that you can perform well and excel under these working conditions?*

*Great Harvest is a service-oriented business. What does good service mean to you?*

*This job requires standing for long periods of time and heavy lifting. You will be required to work on your feet the entire shift and you must be able to lift 50 lbs. Are you able to stand for 6+ hours and lift 50 lbs?*

*Tell us about any of your special or unique skills that may be useful at Great Harvest.*

*What do you like to do in your spare time? What are your hobbies?*

*What do you need your next employer to provide for you to succeed?*

*Rate yourself in the following areas:*

*1 being weak, 10 being strong*

*Organizational Skills: \_\_\_\_\_*

*Interpersonal Skills: \_\_\_\_\_*

*Creative Thinking: \_\_\_\_\_*

*Technical Skills: \_\_\_\_\_*

*Analytical Thinking: \_\_\_\_\_*

*Time Management Skills: \_\_\_\_\_*

*What have you done in the last year to improve the weakest of the above skills?*