

**MONICA'S WATERFRONT BAKERY & CAFE**

**EMPLOYMENT APPLICATION**

Full name (last, first, middle): \_\_\_\_\_

Date of birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing address if different: \_\_\_\_\_

Email: \_\_\_\_\_ DOL #/state \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

Ideal job position: \_\_\_\_\_ Ideal wage: \_\_\_\_\_

Tell us briefly why you want to work here, and why you would be a good choice for this position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you read at least at a 6<sup>th</sup> grade level? \_\_\_\_\_

Have you been convicted of a felony? \_\_\_\_\_ (Please know that this will NOT disqualify you for employment. There are tax breaks and other financial incentives for hiring convicted felons, we do not discriminate against it.) Is there a reason why you could not be bonded? \_\_\_\_\_

Can you provide proof of age? \_\_\_\_\_

Are you a smoker? (Note: we do not allow smoking on our premises, nor are you allowed to leave the premises during your shift) \_\_\_\_\_ Describe your use of drugs and alcohol: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is there any reason you could not perform all the physical requirements of the job? \_\_\_\_\_

When are you able to work? Are there days or times that you are unavailable? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List previous employers for your past 3 jobs. Include all of this information; **incomplete applications will NOT be considered and writing 'see resume' is not acceptable**: Company name, address, and phone number; dates of employment; position title; brief description of duties; ending salary; supervisor's name and phone number; your specific reason for leaving. If you were a supervisor please list at least one subordinate's name and phone number. You may use the back or additional paper for more space.

1: \_\_\_\_\_  
\_\_\_\_\_

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2: \_\_\_\_\_

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3: \_\_\_\_\_

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List 2 personal (at least one unrelated) references. Include name, relationship to you and phone number.

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Please indicate any former employer that you do not wish us to contact, and why: \_\_\_\_\_

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**By signing this form you are giving us permission to verify all statements made on this application. You are also agreeing to abide by our set policies and procedures, stay current with changes in those policies, and are willing to be held accountable to them. You are acknowledging that you understand and are willing to participate in the following:**

- We strive to build a strong team and you may be expected to perform an array of duties either on your own, or in assistance to another employee. You will be required to be flexible in your duties and be willing to help others.
- You may be expected to lift up to 50 lbs.
- You will be expected to ask for help whenever you need it, rather than struggle in frustration, or put yourself or others at risk, in order to perform any function of your job.
- You agree with and will be supportive of the following values:
- We believe that our workplace should be safe and fun for every employee.
- We believe that we can all do better.
- We believe in honesty and integrity.
- We believe that only a happy and professional staff can give the level of personal service we demand.
- We believe in the ongoing training and development of our staff and see it as a worthy investment in the future of the company.
- We believe in providing legendary service – the unique and powerful sort of personal care and attention that our guests tell stories about.
- We believe that each individual is valuable and may need extra special attention from time to time.

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### The Fine Print:

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired. I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my criminal background, credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment, in the event I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician.

### AT-WILL EMPLOYMENT AGREEMENT

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President is authorized to change the employment-at-will status and such a change can only be done in writing. I have read, understand, and agree to the above.

**Sign and date:** (We will not consider unsigned applications, under any circumstances)

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Monica's Waterfront Bakery & Café

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