



# APPLICATION FOR EMPLOYMENT

## OUR MISSION:

- Be Loose and Have Fun
- Provide a Great Customer Experience
- Bake Phenomenal Bread
- Give Generously to the Community
- Work Hard and Fast

**APPLICATIONS ARE EFFECTIVE FOR SIXTY (60) DAYS, AFTER WHICH YOU MUST REAPPLY.**

Position(s) applied for:  PRODUCTION  CUSTOMER SERVICE  ANY Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Last First Middle

Address \_\_\_\_\_

Street Apt. # City State Zip Code

Telephone #(\_\_\_\_) \_\_\_\_\_ Mobile/Pager/Other phone # (\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

What do you hope to achieve at Great Harvest / why do you want to work for us? \_\_\_\_\_

If offered a job, how long do you expect to work here? \_\_\_\_\_

## AVAILABILITY

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

## SPORTS ACTIVITIES/HOBBIES/MEMBERSHIPS/SPECIAL TALENTS/SPECIAL ACCOMPLISHMENTS/AWARDS

(Please list and describe. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/Reserve National Guard or any other similarly protected status):

## HOW WOULD YOU RATE YOURSELF ON THESE IMPORTANT WORK ATTRIBUTES?

1 = WEAK    2 = IMPROVEMENT NEEDED    3 = SOLID    4 = STRENGTH    5 = SUPER STAR

\_\_\_\_\_ **GENEROSITY:** Your natural friendliness & communication skills.

\_\_\_\_\_ **ENERGY LEVEL:** Your enthusiasm, self-motivation & urgency to get work done well.

\_\_\_\_\_ **RELIABILITY:** Your dependability, attendance, self-discipline & dedication.

\_\_\_\_\_ **ATTENTION TO DETAIL:** Your commitment to doing a job right, the first time & every time.

\_\_\_\_\_ **COMMUNICATION SKILLS:** Your ability to listen well, express yourself clearly, & accept feedback.

\_\_\_\_\_ **PERSONAL PRIDE:** Your appearance, achievement, & work ethic.

## EDUCATIONAL BACKGROUND

List last three (3) schools attended, starting with the most recent. List number of years completed. Indicate degree or diploma earned, if any. Grade Point Average or Class Rank. Major field of study, if applicable.

SCHOOL	# OF YEARS COMPLETED	DEGREE/DIPLOMA	GPA or CLASS RANK	MINOR	MAJOR

If necessary, best time to call you at home is. . . . . :\_\_ P M

May we contact you at work? . . . . .  Yes  No

If yes, work number and best time to call. . . . . (\_\_\_\_) \_\_\_\_\_ :\_\_ P M

Have you submitted an application here before? . . . . .  Yes  No

If yes, give dates. . . . . From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Have you ever been employed here before? . . . . .  Yes  No

If yes, give date(s) and position(s) \_\_\_\_\_ /\_\_\_/\_\_\_

Are you legally eligible for employment in this country? . . . . .  Yes  No

Date available for work . . . . . \_\_\_/\_\_\_/\_\_\_ What is your desired rate of pay? . . . . . \$\_\_\_\_\_

Type of employment desired  Full-time  Part-time  Temporary  Seasonal  Educational co-op

Have you ever been bonded? . . . . .  Yes  No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? . . . . .  Yes  No

If yes, please provide date(s) and details \_\_\_\_\_

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(ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.)

Do you prefer to be given a task and work on it alone from beginning to end or do you prefer to work in a group to achieve tasks assigned? Please explain: \_\_\_\_\_

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## WORK EXPERIENCE

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent. Explain any periods of unemployment in the "COMMENTS" section below.

<b>Employer</b>	<b>Telephone #</b>	<b>Dates Employed</b>		<b>Summarize the Type of Work Performed and Job Responsibilities</b>
		<b>From</b>	<b>To</b>	
<b>Address</b>		<b>Starting</b>		
<b>Starting Job Title/Ending Job Title</b>		Hourly Rate/Salary		
		\$	Per	
<b>Immediate Supervisor and Title</b>		<b>Ending</b>		
<b>Reason for Leaving</b>		Hourly Rate/Salary		
		\$	Per	

May We Contact for Reference  Yes  No If no, please explain:

<b>Employer</b>	<b>Telephone #</b>	<b>Dates Employed</b>		<b>Summarize the Type of Work Performed and Job Responsibilities</b>
		<b>From</b>	<b>To</b>	
<b>Address</b>		<b>Starting</b>		
<b>Starting Job Title/Ending Job Title</b>		Hourly Rate/Salary		
		\$	Per	
<b>Immediate Supervisor and Title</b>		<b>Ending</b>		
<b>Reason for Leaving</b>		Hourly Rate/Salary		
		\$	Per	

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		\$	Per	
<b>Immediate Supervisor and Title</b>		<b>Ending</b>		
<b>Reason for Leaving</b>		Hourly Rate/Salary		
		\$	Per	

May We Contact for Reference  Yes  No If no, please explain:

**COMMENTS (including explanation of any periods of unemployment)**

## REFERENCES

List three (3) school, business or personal references that are *not* related to you and are *not* previous supervisors that give you permission for us to contact.

Name	Telephone Number	Years Known	Check type of reference		
			School	Work	Personal

List any additional information you would like us to consider.

## APPLICANT STATEMENT

**\*You Must Read & Sign the Following Conditions & Certifications\***

**I AGREE TO CONFORM TO THE RULES & REGULATIONS OF GREAT HARVEST BREAD CO. CONFIDENTIALITY STATEMENT:** Employees and former employees are prohibited from releasing to any other party any information whatsoever about Great Harvest Bread Co. which is of a confidential nature or which could be deemed to constitute a "trade secret". Employees or former employees are further prohibited from using, in any manner whatsoever, information which is confidential, proprietary, or privileged, whether for their personal benefit or gain, or for that of any other person. Any information, which has not been disclosed publicly in writing, should be treated as confidential and proprietary.

I certify my responses to the information requested on this application are true and, expressly authorize without reservation, Great Harvest Bread Co., its representative, employees, or agents the right to investigate all information given and to secure additional information, if necessary. I understand that a report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted. I understand and consent to an inquiry that may include information as to my character and general reputation, personal references, verification of education including requests for transcripts, and criminal reports, etc. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. In accordance with law, I hereby release from all liability or responsibilities all persons, companies, organizations or corporations furnishing such information.

I further understand that any misleading or false statements or my failure to provide a completed application may render this application void and, if employed, may be cause for immediate dismissal.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE "APPLICANT STATEMENT".**

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Great Harvest Bread Co. does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, veteran status, or any other criterion made unlawful under applicable federal or state laws. You are not required to give information responsive to inquiries prohibited by law.