



# Employment Application

## • THE BASICS •

Name (last, first, middle) \_\_\_\_\_

Today's Complete Date \_\_\_\_\_

My Current Address  
 \_\_\_\_\_  
 \_\_\_\_\_

My Age:  Under 18     18 to 20     21 or over  
 My Phone Number \_\_\_\_\_  
 My E-Mail Address \_\_\_\_\_

Shifts & locations I prefer

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Day							
Night							

Locations \_\_\_\_\_

Shifts & locations I would not accept

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Day							
Night							

Locations \_\_\_\_\_

I am applying to work as a:

- Baker                                       Barista/Counter Person                                       Pastry/Savory Chef                                       Server  
 Delivery Driver (21 and older)     Dishwasher/Busser                                       Manager

I intend to work here \_\_\_\_\_ hours a week     for an indefinite time     until \_\_\_\_\_ and expect to be paid \_\_\_\_\_

While employed here I ( do     do not) intend to have another job and/or attend school.

I ( have     have not) previously worked for Macrina Bakery or previously applied for a job at Macrina Bakery.

I ( do     do not) have relatives or friends who work at Macrina Bakery or who used to work at Macrina Bakery.

Details about my responses \_\_\_\_\_  
 \_\_\_\_\_

## • WORK HISTORY •

A. My current/most recent employer, who you ( may     may not contact):

Company name, address and phone \_\_\_\_\_  
 My current/last boss's name and title \_\_\_\_\_  
 My starting date, title, duties and pay rate \_\_\_\_\_  
 My ending date, title, duties and pay rate \_\_\_\_\_  
 Hours worked per week \_\_\_\_\_. I ( am     am not) eligible for rehire. Other jobs held at the same time \_\_\_\_\_  
 The circumstances of my leaving \_\_\_\_\_

B. My employer immediately prior to the one described in "A":

Company name, address and phone \_\_\_\_\_  
 My current/last boss's name and title \_\_\_\_\_  
 My starting date, title, duties and pay rate \_\_\_\_\_  
 My ending date, title, duties and pay rate \_\_\_\_\_  
 Hours worked per week \_\_\_\_\_. I ( am     am not) eligible for rehire. Other jobs held at the same time \_\_\_\_\_  
 The circumstances of my leaving \_\_\_\_\_

C. My employer immediately prior to the one described in "B":

Company name, address and phone \_\_\_\_\_  
My current/last boss's name and title \_\_\_\_\_  
My starting date, title, duties and pay rate \_\_\_\_\_  
My ending date, title, duties and pay rate \_\_\_\_\_  
Hours worked per week \_\_\_\_\_. I ( am  am not) eligible for rehire. Other jobs held at the same time \_\_\_\_\_  
The circumstances of my leaving \_\_\_\_\_

The number of jobs I have had in the last 12 months is \_\_\_\_\_, 24 months is \_\_\_\_\_, 36 months is \_\_\_\_\_, and 60 months is \_\_\_\_\_

## • OTHER INFORMATION •

I ( have  have not) graduated from high school at (list name and location of school) \_\_\_\_\_  
Since high school, I ( have  have not) had more schooling or formal training. The name and location of each school or other training organization, the dates I attended, my field of study and any diplomas, degrees or certificates I earned are \_\_\_\_\_  
\_\_\_\_\_

Personal Reference \_\_\_\_\_ Has known me since \_\_\_\_\_  
Address \_\_\_\_\_ Work phone \_\_\_\_\_  
Relationship \_\_\_\_\_ Home phone \_\_\_\_\_

What was it that made you apply for a job at Macrina Bakery at this time? \_\_\_\_\_  
\_\_\_\_\_

What is your favorite type of bread or pastry? \_\_\_\_\_

Other places where I am currently applying for work and the jobs for which I am applying are \_\_\_\_\_  
\_\_\_\_\_

I'd also like to tell you \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In general, the "success indicators" for working at Macrina Bakery are the ability to work well under pressure, fast and genuinely friendly service to customers, attention to details, candor in communications, clean personal appearance, common sense, cooperative team player, dependability, endorsing Macrina Bakery to its customers, personal and public responsibility, personal honesty, positive attitude and sharing the values of Macrina Bakery.

ACCURACY: This application is complete, accurate, and not misleading. I authorize Macrina Bakery to investigate its completeness and accuracy and I authorize my current and former employers and schools to release any relevant information to Macrina Bakery. I understand that any incomplete, inaccurate or misleading information furnished by me may result in the rejection of this application or, if I was hired by Macrina Bakery, in the termination of that employment.

ADDITIONAL UNDERSTANDINGS: This application is good for 90 days after which time I need to complete and submit a new application in order to have Macrina Bakery then consider hiring me. I understand that no persons have the authority to agree to any change in any of the foregoing on behalf of Macrina Bakery and that such authority may be granted only pursuant to specific joint written resolution by its ownership and governing board.

PRIOR TO MY FIRST SHIFT: I understand that if Macrina Bakery says that I am hired, that it means, regardless of the words used, that I am hired only if I complete, sign, and deliver the following before my first shift, each of which is an important condition of me being hired: (a) various government forms [including IRS Form W-4 & Form I-9, which requires that I produce one or more identification documents], (b) the Employee Relationship Agreement, and (c) Background check authorization and Motor Vehicle Report if I am being hired as a Delivery Driver.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date