



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 forgoing 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