

Bake My Day Cafe
2803 S. Evans St
Greenville, NC 27834
(252) 689-6012

Employment Application

Dear Applicant:

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

Bake My Day Cafe 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 cafe is expected to be attentive to and serve customers. While we care a lot about what goes into our products and making sure that we maintain a high standard in everything we produce, we care even more about our customers' experience. We believe every person is handcrafted by God and our goal is to reflect every day, in all we do.

Local health code requires the following to work within the kitchen:

- Hair must be clean, well-groomed and covered with a hat or hair net.
- Men must be clean-shaven or wear a beard net to cover your facial hair.
- Jewelry should not be worn except small stud earrings and rings that can be covered by food service gloves.
- Fingernails must be trimmed short and clean.
- A Bake May Day shirt (2 will be provided upon employment), comfortable pants or shorts (no sweat pants, yoga pants are acceptable), and closed-toe shoes are the required dress code. We want you to be comfortable but look professional.

Thank you for your interest in Bake My Day. We look forward to reviewing your application.

Personal Information

Application Date: _____

Name		Are you 16 years or older?	
Address			
City	State	Zip	Phone
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 last page.)			

Employment Information

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? Please circle all that interest you. (Note: most staff are cross trained across positions) Baking Customer Service Sandwich & Kitchen
Have you ever been fired from a job? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide a full explanation on the last page.)	Date available to start: # Of Shifts desired per week: Hours per week desired:
How long do you plan on working for us?	

Availability

(Our store hours are Mon-Fri 6:30 am-5:30 pm and Sat 7 am-3 pm. Production starts at 2am. Please circle what shifts you are available for each day. Please do not tell us you are available to work the early morning shift unless you are willing to work it!)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4am-10am	4am-10am	4am-10am	4am-10am	4am-10am	4am-10am
6am-2pm	6am-2pm	6am-2pm	6am-2pm	6am-2pm	6am-2pm
10am-5pm	10am-5pm	10am-5pm	10am-5pm	10am-5pm	10am-5pm
Do you expect your availability to change in the next 6 months? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please explain)					

Tell us about yourself

What prompted you to apply?

<p>What are some qualities you value in an employer?</p>		
<p>Preferred Salary Range?</p>		
<p>We are a high-volume business with a work day that can be long and stress-filled. Can you perform well and excel under these working conditions?</p>		
<p>We are a service-oriented business. What does good service mean to you?</p>		
<p>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 40lbs. Are you able to stand for 6+ hours and lift 40lbs?</p>		
<p>List your top six life priorities in order of 1-6.</p> <p>_____ Faith and Family</p> <p>_____ Work</p> <p>_____ School</p> <p>_____ Social Life</p> <p>_____ Hobbies</p> <p>_____ Other _____</p>		
<p>What do you need your next employer to provide for you to succeed?</p>		
<p>List five words that best describe you</p>		
<p>Rate yourself in the following areas (1 being weak, 5 being strong):</p>		
Organizational Skills	Interpersonal Skills	Attention to Detail
Creative Thinking	Technology	Analytical Thinking
Time Management	Anticipating Needs	Learning New Things

Education

High School, City & State		
Last Grade Completed	Currently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduated? <input type="checkbox"/> No <input type="checkbox"/> Yes, Year:
College, City & State		
Currently enrolled? <input type="checkbox"/> No <input type="checkbox"/> Yes, expected graduation year:	Graduated? <input type="checkbox"/> No <input type="checkbox"/> Yes, Year:	Degree/Major:
What activities were you involved in during high school and college?		

Employment History

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

Company		Address	
Phone		Dates Worked	
Starting position	Ending Position	Supervisor	Wage
How would your supervisor rate your performance?		Reason for leaving	

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Phone		Dates Worked	
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Additional information (reason for firing, criminal history, related experience, etc.)

Please Read

Thank you for applying for employment. After you have submitted your application the owners/managers will review and decide if you are right for any positions currently open. At that time we will contact you for an interview. If you are not contacted or hired at this time, we 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 shall be grounds for dismissal. I further authorize investigation of all statements contained with the references listed above, and release Bake My Day from all liability for any damage that may result from utilization of such information.

I understand that Bake My Day 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 Bake My Day or at the option of the Employee.

Signature

Date

Bake My Day Cafe is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.