



2008 APPLICATION FOR EMPLOYMENT

Thank you for expressing interest in working with our team here at Burt & Francie's! There are some important things that you should know about us before you proceed with the application process.

A large amount of teamwork goes into making this establishment run smoothly while providing a great experience to our customers, especially during the summer months. We have high goals for both our service and our food, and our staff is the key to making it all work successfully. Our staff juggles many different roles while working here. We are looking for employees that are able and willing to work as a team in whatever position is necessary at the time (e.g. barista, dishwasher, cashier, cook, busser, etc.). Don't worry – sufficient training will be provided before we ask you to cook or deal espresso on a busy shift!

We want people who are truly interested in great food, great drinks and great service, and making all three happen here at Burt & Francie's. We need employees that will go the extra mile to make each customer's experience one that brings them back to Burt & Francie's again and again. It is our staff that is the first impression that customers receive when visiting, so we're looking for a warm, outgoing personality that welcomes each and every person to the shop. Appearance is important (maybe second only to a friendly smile and a warm greeting), so we do have some guidelines for employees to follow while working with us:

- hair must be clean and, if long enough, pulled back in a ponytail (hair in food = unhappy customers)
- men must keep their facial hair neat and trimmed
- body piercing should be concealed and facial jewelry beyond a nose ring removed during work hours
- pants should be in good repair (no holes, rips) and must stay above hip bones – just say no to crack
- shoes must be close-toed per health code regulations
- shirts with sleeves are required (no tank tops)

- take necessary steps to control body odor
- fingernails should be trimmed and kept clean

Because we are in the service industry, holidays and weekends are busy, therefore, you are needed and expected to work your shifts during those times. June through September is our peak season and it is during this time that we especially need additional employees.

Now, we hope you are still interested in working with us. If so, please answer the following questions and we can get this process started!

Jon & Danielle Ewalt

Owners, Burt & Francie's

A. Personal Information

Today's Date _____

First & Last Name: _____ Middle Name _____

Date of Birth: _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____

Email _____

How did you hear of this opening? _____

Available Start Date _____ Desired Wage \$ _____/hr

Likely End Date _____

Are you available to work during AppleFest (October 3-5, 2008)? [] Yes [] No

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? [] Yes [] No

What hours are you available?

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Have you ever been convicted of a felony? [] Yes [] No

If yes, please fully describe the circumstances:

What is your favorite food/meal?

Education: School Name and Location – Year – Major – Degree

High School _____

College _____

College _____

Other _____

In addition to your work history, are there are other skills, qualifications, experiences, passions, or hobbies we should consider or know about:

B. Employment History: (Start with most recent employer)

Company name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? [] Yes [] No

Responsibilities _____

Reason for leaving _____

Company name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? [] Yes [] No

Responsibilities _____

Reason for leaving _____

Company name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? [] Yes [] No

Responsibilities _____

Reason for leaving _____

Attach additional information if necessary.

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental handicap, veteran status, or sexual orientation.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis. I understand that no supervisor, manager, or executive of this company, other than the president has the authority to alter the foregoing.

Signature _____ Date _____