

Team Member Application

Charlie's Silver Spoon Creamery

Position applying for: _____

Cross position applying for: _____

----- **TEAM MEMBER INFORMATION** -----

Last Name: _____ First Name: _____ Preferred Name: _____

Telephone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Are you able to perform the essential functions of the position with or without accommodations? YES NO
 Functions include, but are not limited to, the following: Lifting (~25 lbs.), stocking, cleaning, scooping, customer service, and photography.

I am at least 16 years old. I am at least 21 years old. I am eligible to work in the United States.

Have you been convicted of a crime? If so, please explain: _____

----- **AVAILABILITY** -----

Please list below all times for which you are available to work with us. Keep in mind, the more flexible you are with your availability, the more consistently you will be scheduled. (Must be available weekends).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

If hired, how soon can you start? _____

Do you have any prior commitments after your start date? If so, please explain: _____

Will this be a seasonal or permanent position? _____ How many hours per week do you desire? _____

----- **EDUCATION** -----

	Institution Name	Years Completed	Field of Study	Graduate or Degree
High School				
College / University				
Other				

----- **REFERENCES** -----

List two personal or professional references who are not relatives.
References should be able to attest to your qualifications and work ethic as they pertain to this position.

 Name Telephone Occupation Years Known Relation

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-----EMPLOYMENT HISTORY-----

Please list your previous and/or current position(s) in order of most recent to least recent

I am currently employed. I have no previous work experience.

You may contact my current employer.

Employer Name: _____ Position Title: _____

Address: _____ Telephone: _____

Please summarize job description and responsibilities below:

Pay/Per: \$ _____ State Date: _____ End Date: _____

Reason for leaving: _____

Employer Name: _____ Position Title: _____

Address: _____ Telephone: _____

Please summarize job description and responsibilities below:

Pay/Per: \$ _____ State Date: _____ End Date: _____

Reason for leaving: _____

-----QUESTIONS-----

How did you hear about us?

Have you visited our shop before? What was your experience like?

Why are you interested in this company?

What skills or qualifications do you have that make you a strong candidate for Charlies Silver Spoon Creamery?

What are the values you look for in a place of employment?

What would you hope to gain from employment with us?

What do you feel is the single most important quality, trait, or skill for a team member to possess?

----- CONTACT -----

In case of accident or illness, please contact:

Name: _____ Daytime Phone: _____

Address: _____ Relationship: _____

----- IMPORTANT TO THE APPLICANT -----

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job, you may make a written request for information derived from the checking of your references.

If necessary, for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United State, have physical examination and/ or drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date

Equal Employment opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.