

APPLICATION FOR EMPLOYMENT



This application was designed for people applying to many different positions. Please answer all questions to the best of your knowledge.

At Graham's Chocolates our Employees:

- are passionate about providing great customer service!
- love to eat awesome food (especially chocolate & ice cream).
- have high integrity.
- take pride in their work!
- enjoy being a part of the Graham's Team!
- have a desire for self-improvement.
- have high quality standards.
- possess a strong work ethic.

BASIC INFORMATION

Name _____ Date _____

Street _____

City, State, Zip _____

Phone Number _____

Email Address _____

Referred by _____ Have you applied here before? **Y N**

Are you currently employed? **Y N** May we inquire of your current employer? **Y N**

Are you legally authorized to work in the United States? **Y N**

Have you ever been convicted of a felony? **Y N** If yes, please provide details:

Date: Place: Nature:

Are you at least 16 years of age? **Y N** Do you have reliable transportation? **Y N**

PERSONAL REFERENCES

Name _____

Occupation/ Relationship _____

Phone _____

Name _____

Occupation/ Relationship _____

Phone _____

PROFESSIONAL REFERENCES (People you have worked with)

Name _____

Occupation/ Relationship _____

Phone _____

Name _____

Occupation/ Relationship _____

Phone _____

Available spring break? Y N Available during summer? Y N

WHEN ARE YOU AVAILABLE TO BEGIN WORKING? _____

WHAT ARE YOUR PAY / SALARY REQUIREMENTS? _____

WHAT POSITION(S) ARE YOU APPLYING FOR?

Check all that apply.

- Retail/Front of the House (scooping ice cream, helping customers, etc.)
- Backroom/Special Orders/Shipping
- Kitchen
- Other

DO YOU HAVE ANY RESPONSIBILITIES, OTHER JOBS, OR COMMITMENTS THAT MAY INTERFERE WITH YOUR WORK SCHEDULE? PLEASE EXPLAIN.

EDUCATIONAL INFORMATION

<u>School</u>	<u>Name & Location</u>	<u># Years Completed</u>	<u>Degree/Major</u>	<u>Completed?</u>
High School				Y N
College				Y N
Graduate School				Y N
Other				Y N

ADDITIONAL EXPERIENCE OR QUALIFICATIONS

Please list any other experience, skills or qualifications which should be considered in evaluating your qualifications for employment.

WORK HISTORY

1. Employer: _____ Duties: _____

Location: _____

Telephone: _____

Supervisor: _____ May we contact? Y N

Employed From: _____ To: _____ Why did you leave? _____

Your Job Title: _____

Salary Start: _____ Salary Finish: _____

2. Employer: _____ Duties: _____

Location: _____

Telephone: _____

Supervisor: _____ May we contact? Y N

Employed From: _____ To: _____ Why did you leave? _____

Your Job Title: _____

Salary Start: _____ Salary Finish: _____

3. Employer: _____ Duties: _____

Location: _____

Telephone: _____

Supervisor: _____ May we contact? Y N

Employed From: _____ To: _____ Why did you leave? _____

Your Job Title: _____

Salary Start: _____ Salary Finish: _____

Why it's cool to work for Graham's Chocolates:

- ★ *Family owned and operated, proudly serving the community since 1987.*
- ★ *Voted as one of the best shops for homemade chocolates, candy and ice cream in the Chicagoland area.*
- ★ *Awarded "Best of the West, West Suburban Living Magazine 2nd place for Best Ice Cream or Dessert, and 318 Coffeehouse awarded 1st for Best Coffeehouse."*
- ★ *Awarded "Best of the Fox, Kane County Chronicle, 1st Place Ice Cream/Custard and one of the best candy/popcorn shops."*
- ★ *Check us out on our Facebook page, or Instagram*
- ★ *Please visit our website at grahamschocolate.com*

SKILL SHEET

Please answer the following true/false questions. If a statement is false, please explain below:

- I am willing to work weekends. True False _____
- I enjoy working in the evenings. True False _____
- I enjoy seeing the sunrise. True False _____
- I get along well with co-workers. True False _____
- I enjoy working with customers. True False _____
- I am willing to work on Holidays. True False _____
- I can work many hours in December & February. True False _____
- I love to eat great food (esp. chocolate & ice cream). True False _____
- I maintain good personal hygiene. True False _____
- I am willing to wear a uniform. True False _____
- I have a strong work ethic. True False _____
-

I HAVE EXPERIENCE WITH, AND CAN DO THE FOLLOWING:

- | | | |
|---|---|--|
| <input type="checkbox"/> Paying attention to details | <input type="checkbox"/> Working under stress | <input type="checkbox"/> Multi-tasking |
| <input type="checkbox"/> Handle heavy lifting (up to 50 lbs.) | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Being self directed |
| <input type="checkbox"/> Working on my feet for long days | <input type="checkbox"/> Working with digital scales. | <input type="checkbox"/> PC skills |
| <input type="checkbox"/> Working with cash registers | <input type="checkbox"/> Working with food processors. | <input type="checkbox"/> Problem solving |
| <input type="checkbox"/> Food service sanitation | <input type="checkbox"/> Handling multi-line telephones | <input type="checkbox"/> Being a quick learner |
| <input type="checkbox"/> Working in a cooler environment | <input type="checkbox"/> Using email & internet | <input type="checkbox"/> Knife skills |

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Graham's Chocolates & Ice Cream has high volume work days and also some days are slower. What makes you believe you can perform well and excel under both these working conditions?

Graham's is a very service-oriented business. What does good service mean to you?

Describe a real incident in which you were treated rudely as a customer somewhere. How would you have handled it differently if you had been in the other person's shoes?

What experience and knowledge do you expect to gain from working at Graham's Chocolates?

When we check your references, what do you think they will name as your:

greatest strength?

and greatest weakness?

As a staff member, what do you expect from your managers and supervisors?

AGREEMENT - PLEASE READ CAREFULLY AND SIGN

I hereby affirm that the information provided on this application is true to the best of my knowledge. I also agree that falsifying information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself.

I authorize persons, schools, my employers, and organizations named in this application to provide any relevant information that may be required to arrive at an employment decision.

Signature: _____

Date: _____