



CIRCLE POSITION APPLIED FOR:

1. SALES CLERK
2. BAKER/BAKERS HELPER/FINISHER
3. JANITORIAL
4. CAKE DECORATOR
5. KITCHEN HELPER/COOK
6. DELIVERY PERSON

APPLICATION FOR EMPLOYMENT

We appreciate your interest in our organization. To be considered for employment, the *Employment Application* must be completed and signed personally by the applicant. Applicants requiring a reasonable accommodation to participate in the application and/or interviewing process should notify an organization representative. Each question must be answered in full, even if a resume is provided. If an answer is NO or NOT APPLICABLE, indicate such. We are an Equal Opportunity Employer. We consider all applicants for all positions without regard to race, religion, creed, color, sex, age, national origin, disability, sexual orientation, gender identity or expression, transgender status, gender dysphoria, marital or family status, pregnancy, military/veteran status, genetic information including predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other protected class or status, in accordance with applicable federal, state, and local regulations.

PERSONAL INFORMATION:

Name (First, Middle Initial, Last)

Street Address

City

State

Zip Code

Email address:

Telephone Home

Mobile

Salary or Hourly Wage Desired \$

Please indicate the days you are available to work:

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Date Available to Begin Work:

Are you currently employed?

Yes _____ No _____

If yes, may we contact your employer to obtain employment information?

Have you ever been employed with our organization before?

If yes, give dates. From ___ / ___ / ___ to ___ / ___ / ___

Are you legally eligible for employment in the United States?

Employment eligibility will be verified upon employment

If you have had an opportunity to review a job description for the position for which you are applying, can you perform the essential functions of this job with or without reasonable accommodation? (check n/a if you have not reviewed a job description)

Yes

No

N/A

If under 18 years of age do you have a work permit? Yes No

School Attended	Name & Location of School	Course of Study/Major	Years Completed	Degree Earned
High School				
College/University				
Graduate School				
Trade School				

List any additional skills, training, and/or technical/professional knowledge that is relevant to the job for which you are applying	List any certificates, licenses, or professional achievements that would support your qualifications for employment.
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Driver's License Identification Number: _____ State of Issuance: _____
 (Provide your driver's license ID number ONLY if it is a requirement of the position for which you are applying)

CONVICTION RECORD STATUS

All applicants and employees must, as a condition of employment, inform the organization of all convictions. This includes all convictions received within the past seven years, while your application for employment is pending, and within seven days of receiving a conviction if currently employed.

Have you been convicted of, and/or plead guilty to, a felony or misdemeanor in the past seven years?
 Yes ___ No ___

Do you have any currently pending arrests or accusations against you at this time?
 Yes ___ No ___

If you answered "yes" and have been convicted of a felony or misdemeanor, please provide additional information below, such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. Only job-related convictions will be considered and will not automatically disqualify an applicant. Employment decisions based on a conviction take into consideration many factors, including but not limited to, age and date of conviction, the extent to which the offense relates to the functions of the particular job, the seriousness of the offense, rehabilitation, etc. The organization reserves the right to reject individuals for employment based on job-related convictions.

Date of Offense	County and State in which Offense Occurred	Conviction/Explanation	Rehabilitation Completed

EMPLOYMENT HISTORY Provide employment information, including military service starting with the most recent employer first. If you've held more than three jobs, provide this information on another sheet and attach to this application form.

NAME OF EMPLOYER	Supervisor	May we contact?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address		Phone Number	
Job Title	Dates Employed (Month/Year)		
	From	To	
Description of Duties, Responsibilities and Significant Accomplishments			
Reason for Leaving			

NAME OF EMPLOYER	Supervisor	May we contact?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address		Phone Number	
Job Title	Dates Employed (Month/Year)		
	From	To	
Description of Duties, Responsibilities and Significant Accomplishments			
Reason for Leaving			

NAME OF EMPLOYER	Supervisor	May we contact?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address		Phone Number	
Job Title	Dates Employed (Month/Year)		
	From	To	
Description of Duties, Responsibilities and Significant Accomplishments			
Reason for Leaving			

References (List three references other than relatives)		
Name	Relationship	Phone Number or Email

PLEASE READ CAREFULLY AND SIGN BELOW

I hereby certify that all of the information I have provided on this Employment Application is true and correct to the best of my knowledge. I understand that any falsification or omission of facts will disqualify me from further consideration of employment, withdrawal of any offer of employment, or, termination of employment, if already hired.

I authorize verification of all of the information I have provided on this Employment Application and understand that additional information may be needed to consider my application for employment. I authorize all previous employers, educational institutions, references, and other persons who have knowledge of me or my records to provide any and all information pertinent to my employment and release the same from any liability resulting from providing such information. I also release this organization and all of its employees from all liability for any damage that may result from reliance on the information furnished.

The organization is committed to providing a drug and alcohol-free workplace. After receiving a conditional offer of employment, I understand that a drug test may be required before starting work. If the results of the test are positive, I understand that the offer of employment will be withdrawn.

I understand that if employed, I am required to abide by all policies, procedures, rules and regulations of the organization. I also understand and agree that, if hired, my employment is "at-will" and is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated by myself or the organization at any time with or without cause or notice.

Date _____ Signature of Applicant _____

Position: **BAKER/ BAKERS HELPER/ FINISHER** Full time/Part time: To help the Master Baker do whatever is needed to produce quality bakery products in a timely manner and do all support activities involved.

Essential Functions: Assist Master Baker with mixing, dropping, baking, and cleaning *Fry donuts *Lift ingredient bags (50#) *Lift, with assistance, bowls filled with batter *Finish various products before presenting to the showroom *Stack trays with fresh baked goods *Read and follow recipes *Cleaning as assigned *Follow directions *Reliable—shows up for work on time and with regularity *Present a clean appearance *Be available during our busy times, busy months, and holiday weeks *Do deliveries using company vehicle as needed.

Position: **CLERK** Full time/Part time: To serve customers and do all support activities involved.

Essential Functions: * Make change accurately, count change back to customer *Lift and move full bakery pans *Lift and move salad pans (35#) *Transport filled coffee ground pails properly *Take orders accurately *Answer phone courteously and distribute phone orders correctly *General cleaning: cabinets, surfaces, floors, glass, counters, trays *Other cleaning as assigned *Follow directions *Reliable—shows up for work on time and with regularity *Clean and neat appearance *Outgoing personality and able to talk to customers *Cooperation with customers and co-workers *Available during our busy times: holidays, etc. Non-Essential Functions: Write on cakes (with office approval, after practice and training)

Position: **JANITORIAL** Full time/Part time: One of the most important positions in our Holland Farms Bakery & Deli team, our cleaning staff is the first step in our production of quality products.

Essential Functions: *To become skilled in cleaning of all equipment and the physical plant *To be a self-starter and observant of everything that needs to be cleaned *To help maintain an orderly and clean warehouse, cellar, and walk-in refrigeration *To assist in stocking each department with essentials for the day *To assist in stocking showroom with products purchased for resale *Be able to lift 50# *Be able to cooperate with vendors, employees, and co-workers *To assist with unloading deliveries of products *To help maintain clean yard and parking lots *To be reliable and prompt *To do tasks given by a supervisor/manager in a pleasant and efficient manner *Be available during our busy times, busy months, and holiday weeks

Position: **CAKE DECORATOR** Full time/Part time: To frost and decorate cakes, cookies, pastries, and to help with miscellaneous jobs associated with cakes.

Essential Functions: *To frost cakes neatly and quickly *To know how to use pastry bags and tubes for decorating *To be able to follow written instructions for decorating cake orders *To work in a timely manner for a high output bakery *To help transport cakes to coolers *To assist bakers with miscellaneous jobs *To clean up work area throughout and at end of work shift * To be reliable and prompt *To do tasks given by a supervisor/manager in a pleasant and efficient manner *Be available during our busy times, busy months, and holiday weeks Non-Essential Functions: Baking

Position: **KITCHEN HELPER/COOK** Full time/Part time: To cook in a high-production kitchen, monitor supplies, and ensure cleanliness of kitchen, while producing quality products in a timely manner, and do all support activities involved.

Essential Functions: *Coordinate and participate in activities of food preparation *Ensure cleanliness of kitchen and equipment according to manager guidelines *Taste, smell, and observe food to ensure conformity with recipes and appearance standards *Lift and carry cooking equipment up to approximately 35# *Complete work assignments in a timely manner *Cooperate with customers and co-workers *Be over 18 years of age *To assist others with miscellaneous jobs *To clean up work area throughout and at end of work shift * To be reliable and prompt *To do tasks given by a supervisor/manager in a pleasant and efficient manner *Be available during our busy times, busy months, and holiday weeks Non-Essential Functions: Innovate new recipes, with manager and office approval prior to releasing to co-workers or the public

Position: **DELIVERY PERSON** Part time: Deliver Holland Farms products in a safe and reliable manner.

Essential Functions: *Must have a current driver license *Must have a clean driving record *Always a clean and neat appearance *Deliver Holland Farms products to customers *Deliver Wedding Cakes to facilities and homes when needed *Lift and move multiple filled bakery trays or boxes into and out of delivery van (approximately 35#) and deliver to needed location in facility/home *Lift and move multiple salad/food pans (approximately 35#) into and out of delivery van and deliver to needed location in facility/home *Keep delivery van clean and neat *Available early mornings *Self-motivated; energetic *Able to follow instructions *Able to follow directions *To do tasks given by a supervisor/manager in a pleasant and efficient manner *Be available during our busy times, busy months, and holiday weeks Non-Essential Functions: Be available for other incidental tasks
