

# Congdon's Doughnuts

*Family Restaurant & Bakery*

*Route One Wells, Maine*

## ***Application for Employment***

### **Guidelines for Employment Applicants**

The information in this letter is to give you, the job applicant, a better understanding of what to expect if you are hired as a team member at Congdon's. I want to thank you for pursuing employment here. Do not try to fill out this application right now. Take it home and fill it out completely, including all the information requested and your signature, then call Congdon's at 207-646-4219 to set up an appointment for an interview.

At Congdon's, we are continually striving to earn a reputation for excellence in the restaurant industry. We believe that in obtaining this higher level of commitment, our staff must also strive for excellence in all that they do. It is within these guidelines that we encourage your employment here. You need not know everything there is about restaurant work, but you must be willing to excel in all that you attempt while employed with us.

To be eligible for employment, you must be a team player. It takes many individuals to provide excellent food and legendary service. For every guests that comes in to Congdon's, we strive to give them a feeling of being pampered and comfortable as if they were a guest in our own home. We are not just another foodservice business and do not want just another employee. We want to employ the best people who are willing to give their best service to our guests. We expect nothing but the best from all the employees here at Congdon's.

Concerning punctuality, we expect you to be on time every day you are scheduled, and prepared to begin work on your arrival. We expect you to come to work well-groomed, hair in place, sober and alert, and in your assigned clothing. We do our work schedules two weeks in advance and have systems in place that can give you specific days off when you need them. We ask that you be respectful of our need to arrange for schedule changes when making these requests by giving us a much advanced notice as possible.

We expect you to be fair and honest in all of your endeavors with us, and in turn, you can expect that from us. If a guest should ask a question regarding any of our products or services, we expect you to be honest and fair with them also. If you cannot answer the question, it is important that you find someone who can. If the guest has taken the time to ask, it is obviously important to them and we must always respect that.

We expect you to be cheerful and fun to be with. While running a restaurant is a serious business, we encourage enjoyment and harmony in the workplace. We expect you to have a good attitude every time you come to work. Everyone has issues that they deal with on a daily basis, but we do expect a positive attitude in all of your dealings with us, which includes fellow employees and especially, our guests. A positive attitude makes you a better person and more fun to work with. It's a great experience to enjoy going to work. This is a daily challenge in the restaurant business, but with our entire team being supportive, encouraging and cheerful; it has become clear to us that this is the backbone of our operation. Great employees with great attitudes make great work experiences, and we then pass this feeling on to our guests.

We are an equal opportunity employer and abide by all state and federal regulations. Our staff is involved in the hiring and training of all new employees and their input is used in evaluating all perspective applicants. We believe every employee is equally valuable in the daily operation at Congdon's.

**After reading through this, if you believe you have the attitude and traits we're looking for, we would love to chat with you.**

Sincerely,

*Gary Leech*

# Statement of Values

Dear Applicant:

Welcome to Congdon's Doughnuts Family Restaurant. Prior to completing the application for employment, please understand that we are serious about creating a productive working environment for our staff and maintaining the highest levels of quality, service and attention for our guests.

We want you to understand that we also believe in living our values, some of which are:

- We believe that good enough isn't.
- We believe in doing business in a professional and orderly manner.
- We believe in honesty and integrity.
- We believe that only a happy and professional staff can give the level of personal service we demand.
- We believe in the ongoing training and development of our staff and see it as a worthy investment in the future of the company.
- We believe in providing legendary service – the unique and powerful sort of personal care and attention that our guests tell stories about.
- We believe that everyone is capable of being an A+ player.

*If this feels like an environment for you, please complete the application.*

## Application for Employment

*We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.*

**\*\* PLEASE PRINT CLEARLY \*\***

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

How did you find out about this job?  Employee  Walk-in  Relative  Other \_\_\_\_\_

Why are you seeking a new job at this time? \_\_\_\_\_

### Personal Information

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_ Birthdate \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Emergency Contact (\_\_\_\_) \_\_\_\_\_ Name \_\_\_\_\_

Summer Address (if different) \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Are you at least 16 years old? \_\_\_\_\_ If you are under 16 years of age, can you furnish a work permit? \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_ Describe \_\_\_\_\_

Social Security # \_\_\_\_\_ (optional at time of application but cannot receive paycheck without it)

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ (Proof of U.S. citizenship or immigration status is required if hired.)

Have you been convicted of a crime?  Yes  No If yes, state the nature of the offense and disposition of the case. Include dates and places.  
(NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

Are you a veteran? \_\_\_\_\_ If yes, give dates of service: From \_\_\_\_\_ To \_\_\_\_\_

List any special skills or training: \_\_\_\_\_

## Employment Information

Are you seeking full time, part time or temporary employment? \_\_\_\_\_

What hours and shift(s) would you prefer to work? \_\_\_\_\_

List times you are not available to work? \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays (not including Thanksgiving and Christmas)? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

Have you ever been discharged or asked to resign from any position? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

What qualifications do you have that would help you while employed at Congdons? \_\_\_\_\_

What hobbies, sports, etc are you interested in? \_\_\_\_\_

## Education (circle highest level achieved)

Elementary: 1 2 3 4 5 6 7 8 Secondary: 9 10 11 12 G.E.D

Name of School: \_\_\_\_\_ Name of School: \_\_\_\_\_

Location of School: \_\_\_\_\_ Location of School: \_\_\_\_\_

If in high school, are you enrolled in a recognized co-op program?  Yes  No

If yes, identify program and school: \_\_\_\_\_

College: 1 2 3 4 5 6 7 8

Name of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Degree & Major: \_\_\_\_\_

Minor: \_\_\_\_\_

## Work History (please begin with most recent)

1. Company \_\_\_\_\_ Phone No. with Area Code (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

2. Company \_\_\_\_\_ Phone No. with Area Code (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If not, list the employers you do not wish us to contact and why:

\_\_\_\_\_  
\_\_\_\_\_

# Authorizations & At-Will Employment Agreement

(please read carefully, then sign and date below)

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment, in the event I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician.

## AT-WILL EMPLOYMENT AGREEMENT

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President is authorized to change the employment-at-will status and such a change can only be done in writing. I have read, understand, and agree to the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_