

Butter Maid Bakery

Employment Application

Dear Applicant:

We are happy you have expressed interest in working with us here at Butter Maid Bakery. There are a few important things you need to know before you continue with the application process.

Butter Maid Bakery is a special company. We have been a small family owned and operated bakery since 1955. We are here working alongside you, and we truly value every employee and customer that walks in our door. We are excited about what we do and the high quality handmade baked goods that we sell. Customer service is our top priority! Everyone in the bakery is expected to be attentive to and serve customers, the moment they walk in our door or when the phone rings. While we care a lot about what goes into our products and making sure that we maintain a high standard in everything that we produce, we care even more about our customer's experience at Butter Maid Bakery.

Holidays are especially important at Butter Maid Bakery. These are especially busy times for us and this makes teamwork that much more important. Employees are expected to put forth their best effort and be flexible with their schedules. Therefore, you are expected and needed to work during this time. If you have obligations or vacations planned from November 1st through December 24th, you need not apply. We are very flexible with schedules & vacations during other parts of the year, and we enjoy a 1–2 week holiday vacation starting December 25th.

Butter Maid Bakery is a food manufacturer subject to strictly enforced regulations. Unless you meet and maintain these standards, your application cannot be accepted:

- Hair must be neat, brushed, clean, and properly maintained with company provided hair restraints.
- All foreign objects must be removed in food work areas. No jewelry or ornaments are allowed, which includes all piercings above the shoulders, piercing spacers, necklaces or chains, bracelets, watches, rings, pins, buttons, false nails, nail polish, false eyelashes, and any other object that may possibly contaminate food.
- Visible family-friendly tattoos are allowed upon management approval.
- Must follow reasonable personal grooming standards, including regular bathing and use of deodorant.
- Additional dress code & personal presentation standards may apply.

Thank you for your interest in Butter Maid Bakery. We look forward to reviewing your application!

Personal Information

Last Name		First		M.I.	Date			
Street Address				Apartment/Unit #				
City		State		ZIP				
Phone		Best Time To Call						
Email			Are you 18 years or older?					
Do you have transportation to work?			What position(s) are you interested in?					
Are you available to work full-time?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you available to work part-time?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Hours Per Week Desired		Pay Rate Desired		Date Available To Start				
How long do you plan on working for us?				Have you applied with us before?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
During busy holiday seasons you may be asked to work overtime hours, which can include extended hours during the week and/or Saturday's and Sunday's. Are you available to do so?							YES <input type="checkbox"/>	NO <input type="checkbox"/>
Hours Available:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been fired from a job?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide a full explanation on the last page.				
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide a full explanation on the last page.				
Have you ever been convicted of, pled guilty or no contest to a crime, not including misdemeanor or a traffic violation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide a full explanation on the last page.				

Education

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree/ Courses
GPA		Now Enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Graduation Date
What activities were you involved in during high school?					
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree/ Courses
GPA		Now Enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
What activities were you involved in during college?					
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree/ Courses
GPA		Now Enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
What activities were you involved in?					

References

Please list any professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Please assist us in our job recruiting efforts. Where did you find that we are hiring?	
Facebook <input type="checkbox"/> www.ButterMaidBakery.com <input type="checkbox"/> Boardman Plaza Store <input type="checkbox"/> Other (please specify): _____	
Were you referred to us by one of our employees? If so, please provide us with their name so we can thank them!	

Previous Employment

Company	Dates Worked
Address	Phone
Starting Position: Starting Wage:	Ending Position: Ending Wage:
Responsibilities	
How would your supervisor rate your performance?	
Reason For Leaving	
Supervisor	May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>
Company	Dates Worked
Address	Phone
Starting Position: Starting Wage:	Ending Position: Ending Wage:
Responsibilities	
How would your supervisor rate your performance?	
Reason For Leaving	
Supervisor	May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>
Company	Dates Worked
Address	Phone
Starting Position: Starting Wage:	Ending Position: Ending Wage:
Responsibilities	
How would your supervisor rate your performance?	
Reason For Leaving	
Supervisor	May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>

Name: _____ Date: _____

Voluntary Information

The company is an equal opportunity employer committed to a diverse work force. In order to assist us in our efforts, we invite you to voluntarily provide responses to the following requests for information. Failure to respond will not subject you to adverse treatment. This information shall be kept confidential and separate from your application. Information provided will be used only in accordance with the law and for equal opportunity purposes.

Sex: Female Male Race: _____

Please tell us about yourself by answering the following questions. We want to get to know you!

What prompted you to apply at Butter Maid Bakery?

What are some of the things that you value in an employer?

How would you describe your work style and your work ethic?

What challenges do you foresee in this type of job and how would you overcome them?

Butter Maid Bakery is a high-volume business at certain times of the year, with a work day that can be long and stress-filled. What makes you believe that you can perform well and excel under these working conditions?

Butter Maid Bakery is a service-oriented business. What does good service mean to you?

This job requires frequent bending, twisting, standing for long periods of time 6+ hours, and the ability to lift and carry up to 50 lbs. Can you meet these requirements?

Tell us about any of your special or unique skills that may be useful at Butter Maid Bakery.

What do you like to do in your spare time? What are your hobbies?

What do you need your next employer to provide for you to succeed?

Rate yourself in the following areas:
1 being weak, 10 being strong

Organizational Skills:_____ Interpersonal Skills:_____

Creative Thinking:_____ Technical Skills:_____

Analytical Thinking:_____ Time Management Skills:_____

What have you done in the last year to improve the weakest of the above skills?