

EMPLOYMENT APPLICATION 2019 SEASON

CONTACT INFORMATION

Full Name: _____ Date: _____

Address: _____

Cell: _____

E-Mail Address: _____

APPLICANT INFORMATION

Date Available: _____ If under 16 year old state your date of birth: _____

Are you a legal resident of the United States? Yes / No

Have you ever worked for Woods Ice Cream before? Yes / No

Have you ever been arrested, charged and or convicted of a crime or major traffic violation? Yes / No

If yes please explain: _____

EDUCATION

High School: _____ From years: _____ to _____

Did you graduate? Yes / No Current grade level: _____

College: _____ From years: _____ to _____

Did you graduate? Yes / No Current grade level: _____ Major: _____

Other: _____ from years: _____ to _____

Field or Degree _____

REFERENCES

Please list two personal or professional references over 25 years old that are not related to you.

Full Name: _____ Relationship: _____

Occupation: _____ Phone: _____

Years known: _____

Full Name: _____ Relationship: _____

Occupation: _____ Phone: _____

Years known: _____

AVAILABLE HOURS

All applicants will need the general ability to work weekends, evenings and holidays during spring and summer. Various daytime, evening and weekend shifts are available. The pay rate is \$7.25. We will be assembling a team of employees whose availability and preferences compliment each other. Please be honest in your wants and needs, there are no wrong answers. These questions are designed to help both us and you meet your ongoing school, social and financial obligations.

Are you currently a student attending high school or college? Yes / No
 If yes, please complete both areas. If no, please indicate your daily availability in just the upper box.

Please indicate the earliest time you are generally available to show up for work and the latest time you are generally available to stay on each given day within the hours of 10am to 10pm after your school ends this year.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please indicate the earliest time you are generally available to show up for work and the latest time you are generally available to stay on each given day within the hours of 10am to 10pm, while school is in spring 2019 session.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

What date will you finish school for the summer? _____ What is your current G.P.A. _____

Do you plan on attending school, and/or participating in any after school activities during the fall 2019 semester?
 Yes / No

If yes, what date will that start? _____ Will you continue to work after that? Yes / No / IDK

WORK PREFERENCE

What day or days would you prefer to have off? Mon. Tues. Wed. Thurs. Fri. Sat. Sun. Don't Care

Please list the minimum and maximum number of hours per week you would prefer to work taking into account your financial obligations for the Min. hours and your other social commitments for the Max. hours.
 Min.: _____ Max.: _____

Please highlight all shifts that most interest you so we can better understand your preferences:
 3-5 hours during the day / 3-5 hours in the evening / a few hours when it's the busiest.

Please circle on the attached calendar any dates you are unavailable from 3/01/2019 thru 10/30/2019 that you are aware of at this time. (Example: School, summer vacation, weddings, family reunions, proms, graduations etc.). On the line below please indicate tentative time off plans. (Example: our family always goes to the beach in August but it's not planned yet.)

Please highlight where you would be willing to work and most importantly have the appropriate transportation for.

- | | |
|---|----------------------------------|
| Primarily at White Haven but occasionally elsewhere | Only at the White Haven location |
| Primarily at Freeland but occasionally elsewhere | Only at the Freeland location |
| Primarily at Jim Thorpe but occasionally elsewhere | Only at the Jim Thorpe location |
| Primarily at Weatherly but occasionally elsewhere | Only at the Weatherly location |

Will this be your first job? Yes / No

Are you currently employed anywhere else? Yes / No

If you are hired, do you plan on working an additional job while employed here? Yes / No / IDK

Have you ever worked a job that required you to count money before? Yes / No

During slow days, with the proper training are you comfortable being the only employee scheduled? Yes / No

Do you have your own cell phone? Yes / No Do you drive? Yes / No

Have you ever worked serving or preparing food before? Yes / No

In the last week, which chores have you performed in your home? (Circle all that apply)

Bathrooms Laundry Mopped Dishes Trash Cooked

Which 3 things best describe you:

Dependable Pleasant Organized Gets Along Likes Challenges Always Prepared Meticulous Outgoing

Your 3 closest friends (if any) that has worked here: _____

CURRENT AND PREVIOUS EMPLOYMENT

Company: _____ **Phone:** _____

City: _____ **Job Title:** _____

Responsibilities: _____

From: _____ **To:** _____ **Reason for Leaving:** _____

Company: _____ **Phone:** _____

City: _____ **Job Title:** _____

Responsibilities: _____

From: _____ **To:** _____ **Reason for Leaving:** _____

OTHER INFORMATION

Tell us why you want to work with us:

Please provide any other information such as awards, activities, achievements; special skills or training that you feel would be good for us to know. *Do not include information that indicates race, creed, age, or national origin.*

I understand that being considered for employment depends on the results of a reference and/or background check of me. I authorize Pocono Mountain Creamery L.L.C to investigate the truth of all statements I made on this application and to contact my former employers, listed references, or any other people who can confirm information. I authorize all former employers, and other people that may be contacted, to provide information concerning this application, my background, and my suitability for employment. I also release each of these people and former employers from liability for providing such information. I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsifications and/or omissions in any detail are grounds for dismissal from employment. I also understand that I am applying for a temporary seasonal position that will begin on or around 3/01/2019 and conclude on or around 10/30/2019. I also understand that if hired, my employment and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of either myself or the company.

I certify that I have read this application, job description, and any other information provided to me, and will have the ability to ask questions during an interview process.

Signed: _____ Date: _____

PARENT / LEGAL GUARDIAN: I have discussed working with the applicant and am in support of him/her seeking this employment.

Signed: (Legal Guardian of above if under 18) _____ Date: _____ Phone # _____

JOB DESCRIPTION: Ice Cream Clerk

Status: Part-time temporary (seasonal)

General Description: This job involves providing service to customers by preparing ice cream cones, sundaes, milkshakes, and other food items. It also involves keeping a clean and health-safe store environment, restocking supplies, and other duties as assigned.

Specific Duties:

- Provide prompt courteous service to all customers.
- Using approved sanitary methods, prepare and serve all items we offer for sale.
- Use of cash register to correctly record sales, receive payment, and make counted change.
- Stock food items and supplies.
- Clean tables, chairs, windows, counters, and food prep items. Wash dishes, sweep and mop floors both inside and out.
- Other job related duties as assigned.

Requirements:

- Must meet any qualifications set forth now or in the future by the Penn. Dept. of Agriculture.
- Must have the ability to quickly learn how to apply a large size soft ice cream straight onto a cone.
- Must be able to lift 30 lbs., stand and walk for a full shift and perform bending and reaching activities on a repeated basis.
- Must have adequate English language communication tools such as verbal, reading, and writing skills.
- Must be able to follow verbal instructions and written procedures.
- Must have or learn better than average math skills to accurately handle money, count change, and count inventory.
- Must have the ability to learn and follow all rules for sanitary food handling.
- Must have a reliable method of transportation to work, and a prompt and reliable off work contact phone number.

Our amount of openings are determined by how many employees return from last year and the overall weather. The first round of new applications are due by 2/8/2019. All applications from the first round will receive either an in person or over the phone initial interview by 3/1/2019. All applications received after 2/8/2019 will be kept on file, referenced and contacted as needed. We do not carry over past applications from prior years, please reapply.

Mail completed application to:

**Woods Ice Cream
203-B Pine Street
White Haven, PA 18661**

YOUR NAME: _____

2019 Calendar

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					

May							June							July							August							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		

September							October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1	1	2	3	4	5	6					1	2	3							1	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
30																					30	31					

Holidays and Observances

1 Jan: New Year's Day	May 12: Mother's Day	Oct 31: Halloween
21 Jan: Martin Luther King Jr. Day	May 27: Memorial Day	Nov 11: Veterans Day
Feb 14: Valentine's Day	Jun 16: Father's Day	Nov 29: Thanksgiving Day
Feb 18: Presidents' Day	Jul 4: Independence Day	Dec 24: Christmas Eve
Apr 21: Easter Sunday	Sep 2: Labor Day	Dec 25: Christmas Day
Apr 13: Thomas Jefferson's Birthday	Oct 14: Columbus Day	Dec 31: New Year's Eve