

WOODS ICE CREAM

EMPLOYMENT APPLICATION 2020 SEASON. ALL APPLICANTS SHOULD TURN 15 BY 7/1/2020

CONTACT INFORMATION

Full Name: _____ Date: _____

Address: _____

Cell: _____

E-Mail Address: _____

APPLICANT INFORMATION

Date Available: _____ If under 16 years 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 charged and/or convicted of a crime or major traffic violation? Yes / No

If yes please elaborate: _____

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, days, evenings or holidays during spring and summer. Some employees are hired for specific shifts while others have alternating schedules. The pay rate is \$7.25. We will be assembling a team of employees whose availability and preferences complement 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. Write "off" if you are unavailable on a certain day because of a repeating commitment.

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 2020 session. Write "off" if you are unavailable on a certain day because of a repeating commitment.

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 2020 semester?
Yes / No / IDK Anticipated fall activities _____

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

WORK PREFERENCE

Circle any days you would prefer to have off. Mon. Tues. Wed. Thurs. Fri. Sat. Sun. Don't Care

Please list the **minimum** number of hours per week you would prefer to be scheduled by taking into account your financial obligations. We will use this and other factors as a general guide to determine how many team members are needed, and to help you meet your financial goals. Minimum Hours _____

Place a 1 in front of your favorite shift preference, then a 2 on the remaining one:
____ Day Shift ____ Evening Shift

Please circle on the attached calendar any dates you are unavailable from 3/01/2020 thru 10/30/2020 that you are aware of at this time. (Example: school trips, summer vacations, 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 with a stove

Which 3 things best describe you:

Dependable Pleasant Organized Gets Along Likes Challenges Always Prepared Meticulous Outgoing

Your 2 closest friends (if any) that have 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 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 3/01/2020 and conclude on or around 10/30/2020. 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.
- Must work well in a group.

Our hiring needs are determined by returning employees, and the overall weather. The first round of applications are due by 2/9/2020. All applicants from the first round will receive either an in person or over the phone initial interview around 3/1/2020. All applications received after 2/9/2020 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**

2020 Name

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

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

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