

**WOODS ICE CREAM**

**EMPLOYMENT APPLICATION 2021 SEASON. ALL APPLICANTS SHOULD TURN 15 BY 7/1/2021**

**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. 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 2021 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 2021 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 3/01/2021 thru 10/30/2021 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 3/01/2021 and conclude on or around 10/30/2021. 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 2/12/2021. All applicants from the first round will receive either an in person or over the phone initial interview before March 10 2021. All applications received after 2/12/2020 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**

# 2021

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

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