



*Dear Applicant,*

*We are on the look-out for great people. If you have a good sense of humor, an outgoing personality, and don't mind staying in shape by busting your tail making or selling great bread, then you might be just the type of person we're looking for - Attached is the Application of Employment.*

*We are happy you have expressed interest in working with us here at Great Harvest Bread Co. in Owensboro. Here are a few important things you need to know.*

*Great Harvest Bread Co. is a special company. A lot of teamwork and effort goes into each day. We are excited about what we do and the products that we sell. Customer service is our top priority! Everyone in the bakery is expected to be attentive to and serve customers. 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 Great Harvest. We want it to be a memorable, WOW experience.*

*Holidays are especially important at Great Harvest. These are extremely 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 during the holidays, you need not apply. We are flexible with schedules & vacations during other parts of the year.*

*You may drop off your application to our address. After you have submitted your application we will review it and decide if we would like you to move to the next phase of our interview process. We will call you to set up an interview. Please, do not call us. If you are not hired at this time, Great Harvest will keep your application on file for 90 days.*

*Again, thank you for applying for employment at Great Harvest Bread Co. in Owensboro, KY*

*Have a Great Day!*

*The crew at Great Harvest Bread Co. - Owensboro*



# Great Harvest Bread Co. - Owensboro, KY

## Employment Application

3211 Frederica Street  
 Across from KWC  
 Owensboro, KY 42301

Phone: (270) 691-0093  
 gagarrard@greatharvest.com  
 www.greatharvestowensboro.com

Today's Date: \_\_\_\_\_

How did you hear about Great Harvest?

<p><i>Our Mission Statement:</i></p> <ul style="list-style-type: none"> <li>• <i>Be loose and have fun</i></li> <li>• <i>Bake phenomenal bread</i></li> <li>• <i>Run fast to help customers</i></li> <li>• <i>Create strong, exciting bakeries</i></li> <li>• <i>Give generously to others</i></li> </ul>	<p><i>The people who make up Great Harvest are the foundation upon which the ultimate success of our business rests. Above and beyond all else, working at Great Harvest means making a serious commitment to learning about great food and great service and to helping create an exceptional workplace. If you think this is the spot you've been looking for, fill out this application COMPLETELY. If we like what we see, we'll contact you for an interview.</i></p>
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Last Name	First Name	Middle	Nickname or Preferred name
Address			
City		State	ZIP
Home Phone	Cell Phone	Are you under 18? If yes, what is your date of birth? Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Birth _____	
Are you authorized to work in the US? Yes                      No		Have you ever been convicted of a criminal offense? <small>Checking yes does not automatically disqualify you or keep you from consideration for employment</small> If yes, provide details	
Are you applying for - <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Mornings <input type="checkbox"/> Days		What is your desired rate of pay?	

**EDUCATION**

What is the highest grade of school/college you have completed?

High School

12\_ 11\_ 10\_ 9\_ Less than 9\_

College

Graduate Degree\_ 4 years\_ 3 years\_ 2 years\_ 1 year\_

Current or most recent school:

**EXPERIENCE - PLEASE LIST YOUR THREE MOST RECENT EXPERIENCES**

Employer Name: \_\_\_\_\_ Number of hours worked per week: \_\_\_\_\_

Why did you leave or why do you want to leave? \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

May we contact this employer?

Yes, ask for: \_\_\_\_\_

No \_\_\_\_

Employer Name: \_\_\_\_\_ Number of hours worked per week: \_\_\_\_\_

Why did you leave or why do you want to leave? \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

May we contact this employer?

Yes, ask for: \_\_\_\_\_

No \_\_\_\_

Employer Name: \_\_\_\_\_ Number of hours worked per week: \_\_\_\_\_

Why did you leave or why do you want to leave? \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

May we contact this employer?

Yes, ask for: \_\_\_\_\_

No \_\_\_\_

**AVAILABILITY**

We are busiest around the holidays. You must be available the 3 days before Easter, the week before Thanksgiving and two weeks before Christmas.

Are you available during these times? Yes \_ No \_

We have shifts that start early (3-4 AM) for some production roles and shifts that go into the evening. What days and hours are you available? (Don't say you are available at 3 AM unless you really are willing to work then!).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
End							

What is the minimum number of hours per week that you need? \_\_\_\_\_ What is the maximum? \_\_\_\_\_

## **REFERENCES**

*Give us a couple of people who can vouch for how great you are. Don't put down your relatives - we assume they will have good things to say. Previous employers, teachers, co-workers, or former Presidents are great! Give us at least two. Three is even better.*

*Name:*

*Company (if applicable):*

*Address:*

*Title:*

*Relationship:*

*Phone:*

*E-mail:*

*Name:*

*Company (if applicable):*

*Address:*

*Title:*

*Relationship:*

*Phone:*

*E-mail:*

*Name:*

*Company (if applicable):*

*Address:*

*Title:*

*Relationship:*

*Phone:*

*E-mail:*

## **THE HARD QUESTIONS**

*What is your favorite bread? Why?*

*Why do you want to work at Great Harvest? If you were referred by someone else, who?*

*Part of our mission is to Be Loose and Have Fun. What does that mean to you? How do you have fun?*

*Another part of our mission is to Give Generously to others. How have you helped others?*

*Great Harvest Bread Company is a service-oriented business. What does great service mean to you? Tell us a time when you think you had great service.*

*Sometimes the days at Great Harvest are long, stress filled and hot. What have you done that makes you think you would do well in this environment?*

## **MORE STUFF ABOUT YOU**

*Can you:*

- *Work Weekends* Yes \_ No \_
- *Occasionally lift 60 pounds?* Yes \_ No \_
- *Regularly lift 10 pounds?* Yes \_ No \_
- *Regularly bend down?* Yes \_ No \_
- *See well?* Yes \_ No \_
- *Hear well?* Yes \_ No \_
- *Stand or walk for long periods of time?* Yes \_ No \_

*Have you:*

- *Ever used a cash register?* Yes \_ No \_
- *Ever interacted with the public/customers* Yes \_ No \_
- *Ever worked at another Great Harvest Bread Co.?* Yes \_ No \_
  - o *If yes, which one?* \_\_\_\_\_

• *Ever worked in a bakery?* Yes \_ No \_

• *Is there anything we could do to accommodate you so you could perform all of the required job duties?* \_\_\_\_\_

## **LEGAL STUFF AND YOUR SIGNATURE**

*I hereby certify that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.*

*I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Great Harvest Bread Co. any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.*

*I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Great Harvest Bread Company. In addition, I understand and agree that if I am employed; my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Great Harvest Bread Company.*

*Finally, I understand that a properly executed Confidentiality and Privacy Agreement must be signed by me as a condition of employment.*

\_\_\_\_\_  
*Applicant*

\_\_\_\_\_  
*Date*