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# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |
| --- | --- |
| Date Available: |  |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |
| --- | --- |
| Age (if under 18): |  |
| If under age 16, when do you turn 16? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

## Current/Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Pay: | $ | Ending Pay: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Pay: | $ | Ending Pay: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |

## Sports/Extracurricular Activities

|  |  |
| --- | --- |
| Please list any sports and/or extracurricular activities you’re involved in: |  |
| Summer |  |
| Fall |  |
| Winter |  |
| Spring |  |

## Availability

**Summer hours**: Open at 12pm, close at 10pm

**Off-Season hours**: to be determined but may open later and will close at 9pm

*\*14 & 15 year olds* – please review a note about hours in the “HSC Requirements” section on page 3

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| What days and times are you available? | Monday | Tuesday  | Wednesday | Thursday | Friday | Saturday | Sunday |
| Summer |  |  |  |  |  |  |  |
| Fall |  |  |  |  |  |  |  |
| Winter |  |  |  |  |  |  |  |
| Spring |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| On average, how many hours a week are you seeking to work? |  |

## Tell us about yourself!

|  |  |
| --- | --- |
| What is your favorite flavor of ice cream? |  |
| What’s your favorite hobby? |  |
| What are your top three strengths that will be an asset to the Home Sweet Cone crew? |  |
| What emoji do you use the most when texting? |  |
| What’s your favorite thing to do when you hang out with your friends? |  |

## Home Sweet Cone Requirements

* All of our crew and team members must be friendly, nice, respectful and be able to hold conversations with customers.
* We are open all year-long which means we’re open during certain holidays such as: Memorial Day weekend, 4th of July and Labor Day weekend. Do you agree to accept shifts on these holidays/weekends? (If No, please explain).

|  |  |
| --- | --- |
| YES[ ]  | NO[ ]  |

* 14 & 15 year olds: according to Iowa Child Labor laws, you may work as follows:
	+ June 1 through Labor Day: 7am-9pm
	+ After Labor Day through May 31st: 7am-7pm
	+ While school is in session you may not work more than 4 hours/day or 28 hours/week
	+ If offered employment, you will need to obtain an Iowa Child Labor Permit and provide a proof of age document.
* Opening or closing shifts may require you to come in 30-60 minutes before the store opens to start opening duties and stay after closing to complete closing duties.
* We strive for a strong team environment and require you treat your fellow team members with respect and you will receive that same respect in return.
* Being a dependable employee is a huge part of working at an ice cream shop because we need to ensure we have enough team members to serve our customers! This means commitment to your scheduled shifts is very important. In our handbook we go into more detail about situations where you need to find someone to cover your shift, but please know if you do not have dependable transportation or foresee issues meeting your scheduled shifts, these will be grounds for dismissal.
* We aim to make working at Home Sweet Cone the best job you’ve ever had! Ice cream is meant to be fun, but keep in mind, this job requires standing for many hours at a time, you will get dirty, and you will need to provide the utmost customer service at all times.
* Responsibilities go beyond scooping ice cream and making yummy treats. We want to be honest about the job and that means you need to know it involves a lot of cleaning as well. You’ll be responsible for washing dishes, sweeping/mopping floors, restocking supplies, washing tables, emptying trash cans and helping in many areas of the shop. It is a team effort!
* It’s a requirement to smile and have fun! We will set you up for success to make new friends, earn money and learn valuable life skills! Plus – you get free ice cream during your shift!

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. **Please email completed application to: info@homesweetcone.com**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

*For HSC staff only:*

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Interviewed by: |  |
| Hired: |  |