



**Great Harvest Bakery Café of American Fork**  
**Application for Employment**

Jamie and Dustin Shaw, Owners  
 Great Harvest Bakery Cafe  
 456 E. State Road  
 American Fork, Utah

jshaw@greatharvest.com  
 www.greatharvestamericanfork.com

**About You:**

|  |  |                                    |                                    |
|--|--|------------------------------------|------------------------------------|
| Last Name  | First Name   | Middle Name                        | Nickname or Preferred Name         |
| Other names you have used, if any?   |  |                                    |                                    |
| Street Address   |  |                                    |                                    |
| City   | State  | Zip                                |                                    |
| Phone Number   | Email Address  |                                    |                                    |
| Are you under 18? If yes, what is your DOB?<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No   Date of Birth: _____   | Are you authorized to work in the United States?<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                   |                                    |                                    |
| Have you ever been convicted of a felony?<br><i>Checking yes does not automatically disqualify or keep you from consideration for employment.</i><br><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please explain on the back of this application. | Applying for which position?<br><br><input type="checkbox"/> Baker <input type="checkbox"/> Server/Sandwich Maker <input type="checkbox"/> Manager |                                    |                                    |
| What type of position are you applying for?  | <input type="checkbox"/> Full time   | <input type="checkbox"/> Part time | <input type="checkbox"/> Temporary |

**Education:**

|  |                 |   |
|--|-----------------|---|
| Name and Location of High School:        | Diploma Earned: | Graduation Date (or Anticipated Graduation Date): |
| Name and Location of College/University: | Diploma Earned: | Graduation Date (or Anticipated Graduation Date): |

|        |                 |   |
|--------|-----------------|---|
| Other: | Diploma Earned: | Graduation Date (or Anticipated Graduation Date): |
|--------|-----------------|---|

**Employment History (please give the three most recent):**

|   |  |                               |  |
|---|--|-------------------------------|--|
| Business Name, Address, and Phone Number: |  |                               |  |
| Job Title and Duties:                     |  |                               |  |
| # of hours worked per week:               |  | May we contact this employer? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dates of Employment:                      |  | Ask for:                      |  |
| Business Name, Address, and Phone Number: |  |                               |  |
| Job Title and Duties:                     |  |                               |  |
| # of hours worked per week:               |  | May we contact this employer? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dates of Employment:                      |  | Ask for:                      |  |
| Business Name, Address, and Phone Number: |  |                               |  |
| Job Title and Duties:                     |  |                               |  |

|                             |  |                               |  |
|-----------------------------|--|-------------------------------|--|
| # of hours worked per week: |  | May we contact this employer? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dates of Employment:        |  |                               | Ask for:   |

### Availability:

We are busiest around the holidays. You **must** be available the week of, and before, Thanksgiving, Christmas and Easter. 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 until 8:00 PM. Which times are you available to work?

- Early Morning       Mid-day       Afternoon/Evening       Any

On a weekly basis, how many hours would you prefer to work? \_\_\_\_\_

### Requirements of the Job:

Can You:

- Work Weekends?      Yes      No
- Occasionally lift 60 pounds?      Yes      No
- Regularly lift 10 pounds?      Yes      No
- Regularly bend down?      Yes      No
- Stand or walk for long periods of time?      Yes      No
- Move quickly?      Yes      No

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:                                | Relationship:   |
| Company (if applicable):             | Title:          |
| Phone Number:                        | E-mail Address: |
| How long have you known this person? |                 |
| Name:                                | Relationship:   |
| Company (if applicable):             | Title:          |
| Phone Number:                        | E-mail Address: |
| How long have you known this person? |                 |
| Name:                                | Relationship:   |
| Company (if applicable):             | Title:          |
| Phone Number:                        | E-mail Address: |
| How long have you known this person? |                 |



## JOB DESCRIPTIONS:

What do you want to do at Great Harvest Bread Company? We have two main types of jobs:

**BAKER** (they make our products) and **CUSTOMER SERVICE** (they sell them). Job experience in any one area, while helpful, is not required. More important to us at Great Harvest American Fork is an enthusiasm for our products and an excitement to help our customers. It is important to realize that we function as a team, and although you may have one title, we prefer to cross-train employees so you can jump in and help wherever needed.

There are a few things that are expected of each and every employee:

- Greeting Customers
- Cleaning!
- Moving Fast!
- Positive Attitude
- Integrity

### BAKER RESPONSIBILITIES

- **Sponge and Dough Production** - Baking phenomenal bread is what our business is all about. Can you get up early (3:30 a.m.); do easy math calculations before dawn, follow directions, stay focused and work quickly and efficiently? Are you deadline and detail oriented? Bread making combines art and science, and you must be able to master both. Not for the faint-hearted, but oh-so-rewarding!
- **Goody Production**- Our goodies production people love to bake, and take pride in their scones, muffins, cinnamon rolls and cookies. Can you hit the ground running at 4:00 a.m.? Work quickly and efficiently, multi-task, clean up after yourself, and plan ahead? Then consider putting a smile on our customers' faces by baking our phenomenal goodies.
- **Bread kneading** - When dough hits the kneading table (approximately 7:00 a.m.), you go to work. You have to work quickly and efficiently. Kneading dough is an art, more than a science, and is critical to baking phenomenal bread. We'll teach you what you "knead" to know, but you have to show you are willing to learn and settle for nothing less than near perfection.
- **Proofing and Oven Operation** - It sounds simple: you wait until the bread rises, get it into the oven, and take it out when it's done. Ah, but when you're operating a 40-pan oven, juggling five or six types of breads, not so simple. Are you up for the challenge? This position may also involve kneading and production preparation. This position usually starts at 7:00 a.m.

### SERVER/FRONT OF HOUSE/CUSTOMER SERVICE RESPONSIBILITIES

- **Front Counter/Cashier** - Our customers can buy bread, goodies, and sandwiches just about anywhere. What entices them into Great Harvest Bread Company (besides phenomenal products)? You! The folks behind our front counter set our store apart from all others. Can you put a smile on your face even when you don't feel like it? Can you keep your cool under pressure, accept criticism graciously, and create a WOW experience for every customer that walks into our store? Are you naturally friendly and helpful? And are you willing to jump in and help where needed? Product knowledge and the ability to educate and sell to our customers is important.
- **Sandwich production** - Our menu will start with an impressive line of cold sandwiches. You're the one who puts it all together. You'll slice fresh deli meats and cheeses, prepare fresh vegetables, and follow recipes to create delicious, made from scratch sauces and spreads. When the lunch crowd hits, you'll create fabulous sandwiches, made to order. You must be able to keep your cool under pressure, work quickly without sacrificing quality, and follow health department guidelines and procedures.

Thank you for your interest in Great Harvest American Fork !

## 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.

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Applicant

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Date