



# **EMPLOYMENT**

# **JOB APPLICATION**

Name:

Day / Date Submitted:

Circle Where Applied:

Hampden

Pearl

Broadway

Dear Applicant,

Welcome to The Duffeyroll Bakery & Café! **Prior to completing this application** for employment, please understand that we are serious about building our Company with great people committed to achieving daily goals of profitability, productivity, and building quality relationships. As a member of Duffey's team you will be required to understand and honor the essence of Duffey's Creed. Please consider the following as you submit your application. The Duffeyroll Bakery & Café has been a Treasured Colorado Tradition since 1986...

## DUFFEY'S CREED

We are in the people business serving memorably delicious food and beverages, practicing legendary customer service.

Our success is influenced  
by how we treat one another  
within the company.

Honesty, integrity,  
consideration, and work ethic.  
These are the cornerstones  
of the Duffey culture.

Our prosperity will come  
by taking great care  
in preserving  
the quality of our relationships  
with each other and with  
each of our customers.

Seek enjoyment  
by dazzling customers  
with the extraordinary  
quality, uniqueness, and presentation  
of our products,  
renowned friendliness,  
and incomparable  
customer service.

Separation from our competition  
will ultimately be decided  
by the degree  
to which we make these virtues  
the foundation  
of our daily routine.

Nick Ault – Owner





# APPLICATION FOR EMPLOYMENT (We use E-Verify)



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected status.

**\*\* PLEASE COMPLETE IN FULL & PRINT CLEARLY \*\***

Position (s) applied for \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

How did you find out about this job?  Online  Employee  Walk-in  Relative  Other \_\_\_\_\_

When are you available to start working? \_\_\_\_\_

## Applicant Information

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Phone \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_ Describe \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_ If you are under 18 years of age can your furnish a work permit? Y N

If the job you are applying for requires driving - do you have any driver license or driver record issues? Y N

Please explain: \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ (Proof of U.S. citizenship or immigration status is required if hired)

Have you been convicted of a crime?  Yes  No If yes, state the nature of the offense and disposition of the case. Include dates and places. (NOTE: The existence of a criminal record does not constitute an automatic bar to employment)

\_\_\_\_\_

\_\_\_\_\_

Are you a veteran? Y N

List any special skills or training: \_\_\_\_\_

## Employment Information

Are you seeking full time, part time or temporary employment? \_\_\_\_\_

What hours and shift (s) would you prefer to work? \_\_\_\_\_

Any DAYS you are **not** available to work? \_\_\_\_\_ Any TIMES you are **not** available to work? \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_ Weekend Days? \_\_\_\_\_ Holidays? \_\_\_\_\_ \*Note (Day before Thanksgiving / Dec 24 / Easter Sunday availability needed)

Are you currently employed? \_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_

Have you ever worked for this organization before? \_\_\_\_\_ If yes, name used: \_\_\_\_\_

List any friends or relatives employed by this company (past or present): \_\_\_\_\_

Have you ever been discharged or asked to resign from any position? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all these tasks with or without reasonable accommodation? \_\_\_\_\_

Please describe which tasks, if any, you will need accommodations to perform, and explain what type of accommodation you will need:

\_\_\_\_\_

\_\_\_\_\_

**Education** (circle highest level achieved)

Elementary: 1 2 3 4 5 6 7 8 Secondary: 9 10 11 12 G.E.D.

Name of School: \_\_\_\_\_ Name of School: \_\_\_\_\_

Location of School: \_\_\_\_\_ Location of School: \_\_\_\_\_



College (yrs): 1 2 3 4 5

Name of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Degree &amp; Major: \_\_\_\_\_

Minor: \_\_\_\_\_

**Work History** (please begin with most recent)

1 Company \_\_\_\_\_ Phone No. with area code (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

2 Company \_\_\_\_\_ Phone No. with area code (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company \_\_\_\_\_ Phone No. with area code (\_\_\_\_) \_\_\_\_\_

3 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company \_\_\_\_\_ Phone No. with area code (\_\_\_\_) \_\_\_\_\_

4 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

**May we contact the employers listed above?** \_\_\_\_\_ If not, list the employers you do not wish us to contact and why:

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## Authorizations & At-Will Employment Agreement



(please read carefully, then sign and date below)

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug tests required of me, whether prior to my employment or if employed by this company at any time thereafter.

### AT-WILL EMPLOYMENT AGREEMENT

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President is authorized to change the employment-at-will status and such a change can only be done in writing. I have read, understand, and agree to the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print)