Dear Applicant,

We are on the prowl for great people. If you have a good sense of humor, an outgoing personality, and don't mind staying in shape by hustling in a bakery making or selling great bread, then you might be just the type of person we're looking for. Attached is the Application of Employment including details of the positions we will be hiring.

We are happy you have expressed interest in working with us here at Great Harvest in Prairie Village, Kansas. Before you continue with the application process, there 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 memorable.

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 email, send or 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.

Again, thank you for applying for employment at Great Harvest Bread Co. in Prairie Village, Kansas and please make today a fun day!

Sarah Berlin, Owner
Great Harvest Bread Co.
4002 W. 83rd Street
Prairie Village, Kansas 66208

913-381-8877
prairievillageks@greatharvest.com

JOB DESCRIPTIONS

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

PRODUCTION (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 Prairie Village is an enthusiasm for bread and an excitement to help our customers.

PRODUCTION POSITIONS

• **Bread production (sponge & dough)** - 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!

• **Goodies production** - Our sweets 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? Clean up after yourself, and plan ahead? Then consider putting a smile on our customers' faces by baking our phenomenal goodies.

• **Bread kneader -** When dough hits the kneading table (approximately 6 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.

• **Baker (proofer/oven operator) -** 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 usually starts at 3:30 a.m.

CUSTOMER SERVICE POSITIONS

• **Sandwich production** - Our menu includes cold sandwiches and grilled 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 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. You'll take pride in your works of art, guaranteed!

• **Front counter** - Our customers can buy bread 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? Let's talk!

THANKS FOR YOUR INTEREST IN GREAT HARVEST BREAD CO. OF PRAIRIE VILLAGE!

Great Harvest Bread Co. Application for Employment

Sarah Berlin, Owner
4002 W. 83rd Street
Prairie Village, KS 66208
Phone: 913-381-8877

Our Mission Statement: **Be loose and have fun!** **Bake phenomenal bread.** **Run fast to serve others.** **And give generously.**	*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.*

ABOUT YOU

Last Name	*First Name*	*Middle*	*Nickname or Preferred Name*
Other names you have used, if any			
Street Address			
City		*State*	*Zip*
Home Phone	*Cell Phone*	*Preferred* Home ❑ Cell ❑	
Are you under 18? If yes what is your DOB? Yes ❑ No ❑ Date of Birth: .		*Are you authorized to work in the United States?* Yes ❑ No ❑	
Have you ever been convicted of a criminal offence? *Checking yes does not automatically disqualify or keep you from consideration for employment* Yes ❑ No ❑ If yes, please explain.		*Applying for which position?* Baker/Production Crew ❑ Customer Service/Sandwich Crew ❑	
Are you applying for: Full time ❑ Part time ❑ Temp ❑ Mornings ❑ Days❑		*What is the rate of hourly pay desired?*	

EDUCATION

What is the highest grade of school/college you have completed?	*High School* Graduate ❑ Less than 9❑ 9❑ 10❑ 11❑	*College* Graduate ❑ 1 year ❑ 2 years ❑ 3 years ❑
Current or most recent school		

EMPLOYMENT HISTORY

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 ❑ No ❑ Ask for:_____.
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 ❑ No ❑ Ask for:_____.
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 ❑ No ❑ Ask for:_____.

AVAILABILITY

We are busiest around the holidays. You must be available the week before Thanksgiving and the week 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!).

	Sunday	*Monday*	*Tuesday*	*Wednesday*	*Thursday*	*Friday*	*Saturday*
Start							
End							

What is the minimum number of hours per week that you need?_____

What is the maximum number of hours per week that you need?_____

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:	*Relationship:*
Company (if applicable):	*Phone:*
Address:	*E-mail*
Title:	
Name:	*Relationship:*
Company (if applicable):	*Phone:*
Address:	*E-mail*
Title:	
Name:	*Relationship:*
Company (if applicable):	*Phone:*
Address:	*E-mail*
Title:	

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* ❑
- *Hear well?* *Yes* ❑ *No* ❑
- *See 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* ❑
- *Worked at another Great Harvest Bread Company?* *Yes* ❑ *No* ❑
  - *If yes, where?*_____
- *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*