



Susan's Freeman Bay



Conditions of Employment

Susan's Freeman Bay sets high standards for its employees, and compliance with these standards is a condition of employment. If you are interested in applying for a position here, you need to carefully consider what we would require of you before apply. As an employee, you are here to take care of our customers AND our business, as well as to create a healthy work environment for yourself and your co-workers to grow and learn in. Expectations of your employment include, but are not limited to:

- Contributing positively to the mental well-being and physical health of the work environment
- Maintaining a positive, enthusiastic attitude
- Treating coworkers and customers with respect
- Being honest and dedicated in your work
- Arriving on time
- Meeting standards of work quality and quantity
- Following **ALL** work directions, policies and procedures
- Making eye-contact with our customers when speaking to them
- Assisting customers from their arrival to their departure
- Accepting work that requires exposure to the outdoors and recreational watercraft
- Accepting work that requires the handling of fuel pumps, hoses, nozzles and tanks.
- Accepting a work schedule that will require holiday and weekend work
- Accepting policies that may include wearing a mask



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Are you willing and able to comply with all the requirements listed?

Yes: _____ No: _____

(If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

*If you are hired to work at Freeman Bay, it is required that you read through our employee manual in its entirety. All of our rules apply to **every** employee.*

Thank you for your interest in Freeman Bay employment!

Some reminders:

Fill out the following application in its entirety.

Remember to sign your name where applicable.

Answer all questions honestly.

List any questions concerning the application or job.



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Personal Information

FULL NAME: _____ **TODAY'S DATE:** _____
 FIRST MI LAST

ADDRESS: _____
 STREET ADDRESS APT

 CITY STATE ZIP

Email: _____

Phone: _____ **DATE OF BIRTH:** _____

Available Start Date: _____

Last Date of Season Available: _____

Emergency Contact Person: _____

Emergency Contact Phone: _____



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Have you ever applied for employment with us?			
YES		NO	If yes, when?

What experience do you have with boats and around water?
--

Have you ever put fuel in a <u>car</u> before?
--

Have you ever put fuel in a <u>boat</u> before?

Are you knowledgeable of water <u>safety</u> ?
If yes, please list and discuss below:



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Position & Eligibility

All employees will receive proper safety and procedural training and must, in a timely manner, show they are confident and able to work on their own.

All employees will be present for shifts on Saturdays and Sundays, with overlapping schedules taking place Monday-Friday.

Employees are encouraged to seek advice from co-workers or employer on any work-related matters that interfere with their ability to properly perform the given task at hand.

Are you eligible to work in the United States? Y/N _____

Have you been convicted of or pleaded no contest to a felony within the last five years? Y/N _____

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks & other related crimes? Y/N _____



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Availability & Skills

Are you available to work the following holiday weekends?

Memorial Day	Father's Day	4 th of July	Labor Day
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any special training or skills that pertain to this job?

Why are you interested in a position at Freeman Bay?



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Please list what times you are available to work and list any activities (sports, church, etc) that may interfere with your schedule

<u>Sunday</u> Open 8am-8pm	
<u>Monday</u> Open 10am-8pm	
<u>Tuesday</u> Open 10am-8pm	
<u>Wednesday</u> Open 10am-8pm	
<u>Thursday</u> Open 10am-8pm	
<u>Friday</u> Open 10am-8pm	
<u>Saturday</u> Open 8am-8pm	

Total Hours Desired to work per week:



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Education

High School:	
City:	State:
Year of Graduation (or expected year):	

College:	
City:	State:
Course of Study:	
# of Years Completed:	
Did you graduate already:	



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Employment History

Please give accurate and complete employment record. Start with present or most recent employer. Include military experience if applicable.

<i>Position #1</i>	
Company Name:	
City:	State:
Company Phone Number:	
Job Title:	
Name of Supervisor:	
Employed (Month & Year) From: _____ To: _____	
Describe your work:	
May we contact this employer? YES: _____ NO: _____	
If not, why?	
Reason for Leaving?	



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<i>Position #2</i>	
Company Name:	
City:	State:
Company Phone Number:	
Job Title:	
Name of Supervisor:	
Employed (Month & Year) From: _____ To: _____	
Describe your work:	
May we contact this employer? YES: _____ NO: _____ If not, why?	
Reason for Leaving?	

<i>Position #3</i>	
Company Name:	
City:	State:
Company Phone Number:	
Job Title:	
Name of Supervisor:	
Employed (Month & Year) From: _____ To: _____	
Describe your work:	
May we contact this employer? YES: _____ NO: _____ If not, why?	
Reason for Leaving?	



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References

PLEASE NOTE! References are PROFESSIONAL (adult) references that are knowledgeable of your WORK habits and may be contacted.

Reference Name:
Phone Number:
Their Occupation & Business:
Your relationship to this person:

Reference Name:
Phone Number:
Their Occupation & Business:
Your relationship to this person:

Reference Name:
Phone Number:
Their Occupation & Business:
Your relationship to this person:

Reference Name:
Phone Number:
Their Occupation & Business:
Your relationship to this person:



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Ethics & Morals while @ Freeman Bay: *taking part in any of the following will result in termination of employment.*

- **Actions** of racism and discriminatory hate are **not** tolerated here
- Racist or discriminatory **remarks** are **not** tolerated here
 - **all** customers and co-workers are to be treated equally
- Stealing and dishonesty are **not** tolerated here
- Stealing from your place of employment is a serious crime and will be punished as one
 - This **does** includes giving away "freebies" (gas, snacks, drinks, etc) without employer's permission
- Arguing with co-workers or employer in front of customers is **NOT** acceptable.
 - Any disagreements should be settled in a calm manner and away from customers

Agreement of the Transfer of Information

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

Signature

Date

Printed Name:
