



Susan's Freeman Bay



Job Application Belongs to:

(name)

(year)



Susan's Freeman Bay



Job Description

Your tasks at Freeman Bay include, **but are not limited to**, the following:

- Catching, tying up and re-fueling boats and jet skis
- Running the cash register
- Handling customer accounts (opening and maintaining them)
- Restocking inventory (candy, ice cream, drinks, etc)
- Cleaning store (inside and outside)
- Opening and/or closing store
- Property maintenance (watering flowers, mowing lawn, dock repairs, power washing, etc)

Immediate Requirements for Employment

Must be:

- At least 16 years of age
- Responsible, responsible, RESPONSIBLE!
- Able to work weekends and all major holiday weekends (Memorial Day, 4th of July, Labor Day).
- Able to handle emergency situations
- Able to converse with customers
- Capable of physical labor (pulling boats in, pushing jet skis off ramp, property maintenance listed in job description)

Please list any restrictions:



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 offered a position here, you need to carefully consider what we would require of you before you accept. As an employee, you do everything you can to satisfy our customers, including:

- Smiling and making eye contact
- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Being honest and dedicated in your work
- Following work policies and procedures
- Assisting customers
- Following directions
- Meeting standards of work quality and quantity
- **Accepting a work schedule that requires weekend and holiday work**

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.



Susan's Freeman Bay



General Information

Last Name:	First Name:	MI:
Address:		
City, State, Zip:		
Date of Birth:		
Home Phone Number:	Cell Phone Number:	
Emergency Contact Name:	Emergency Contact Number:	
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 boat before?

Are you knowledgeable of water safety?



Susan's Freeman Bay



Position Desired

Desired Wages: \$_____/hour

Work Eligibility

When will you be available to begin work? ____/____ (Month/Day)

Are you eligible to work in the United States? Yes: _____ No: _____

Are you available to work holidays? (Circle yes or no for the following):

Memorial Day: Yes No

4th of July: Yes No

Labor Day: Yes No

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes:_____ No:_____

If yes, please explain:

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, and other related crimes within the last five (5) years? Yes: _____ No: _____

If yes, please explain:

Other special training or skills (pertaining to this job):



Susan's Freeman Bay



Availability Times

<u>Spring</u> <i>(Before School Lets Out)</i>	<u>Summer</u>	<u>Fall</u> <i>(Once School Begins)</i>
Last Day of School:		First Day of School:
Please list times you are NOT available (if left blank, this assumes you are available all day) If you are completely unavailable on a day, simply write: "N/A"		
Mon:	Mon:	Mon:
Tue:	Tue:	Tue:
Wed:	Wed:	Wed:
Thu:	Thu:	Thu:
Fri:	Fri:	Fri:
Sat:	Sat:	Sat:
Sun:	Sun:	Sun:

Any specific dates you need to request off:

Please note: throughout the summer, employees are required to give advance notice of at least two weeks for any dates they will need to miss work. These requests are subject to approval.

Hours Desired Each Week (to work): _____



Susan's Freeman Bay



Education

High School: _____

City: _____ State: _____

Year of Graduation (or expected year): _____

College: _____

City: _____ State: _____

Course of Study: _____ # of Years Completed: _____

Did You Graduate? Yes: ____ No: ____ Degree: _____

Employment History

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

Position #1

Company Name: _____

City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Describe your work:

May we contact this employer? Yes: _____ No: _____

If not, why not?:

Reason for leaving:



Susan's Freeman Bay



Employment History (*continued*)

Position #2

Company Name: _____

City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Describe your work:

May we contact this employer? Yes: _____ No: _____

If not, why not?:

Reason for leaving:

Position #3

Company Name: _____

City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Describe your work:

May we contact this employer? Yes: _____ No: _____

If not, why not?:

Reason for leaving:



Susan's Freeman Bay



References

Please provide three professional (adult) references that are knowledgeable of your **work** habits and may be contacted (please avoid family or friends).

1. Name _____

Phone # _____

Their Occupation & Company: _____

Your Relationship (to this person) _____

2. Name _____

Phone # _____

Their Occupation & Company: _____

Your Relationship (to this person) _____

3. Name _____

Phone # _____

Their Occupation & Company: _____

Your Relationship (to this person) _____



Susan's Freeman Bay



Ethics & Morals while @ Freeman Bay: taking part in any of the following may result in immediate 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** include 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: _____