

Polly's Pancake Parlor, Inc.
672 Route 117
Sugar Hill, NH 03586
info@pollyspancakeparlor.com

Pre-Employment Application

Date _____

Name _____

Address _____

Phone # _____

Email _____

Applicant must be 14 years of age to work. Persons between the ages of 14 & 16 will be required to obtain a work permit from the school administration before they can start work. A social security number is also required. If you are under the age of 16 please give the date of your birth. _____

Please list your last three jobs.

| Employer | Supervisor | Phone # | Dates worked | Duties performed | Reason for leaving |
|----------|------------|---------|--------------|------------------|--------------------|
|----------|------------|---------|--------------|------------------|--------------------|

1.

2.

3.

PERSONAL References (Do not include relatives)

| Name | Address | Phone # |
|------|---------|---------|
|------|---------|---------|

1.

2.

3.

May we call the above references? _____

Please give the date that you can start work. _____

Typical hours are 7:30 or 8:00 AM to 3:00 or 4:00 PM. Working hours will be 40 hours per week or less, unless mutually arranged differently. Are you willing and able to work such a schedule? _____

Can you work weekends? _____

Can you work weekends in the spring? _____

Can you work weekends in the fall **after** Labor Day? _____

Please list your strongest assets.

How do you feel about working under pressure?

How would you rate yourself in getting along with others?

You must be at least 16 years of age to be able to do any cooking, table waiting, and cashiering. Typical entry jobs into Polly's are busing tables, dishwashing and other support jobs, exceptions are made depending upon our need and the applicants age and experience. Please check the position or positions that you are applying for.

_____ Waiting tables (17+) _____ cooking (16+) _____ Cashiering (16)

_____ Host/Hostess (18+) _____ Production Assistant (18+)

_____ Buserperson (14+) _____ Dishwashing (14+) _____ Beverage Helper (14+)

How many days a week do you prefer to work?

_____ 3 days, about 21 hours _____ 4 days, about 28 hours _____ 5 days, about 35-40 hours
_____ other, please state.

At this time please list of any special times or days that you will be away and that you will need time off. _____

Policies:

1. Polly's Pancake Parlor is a smoke-free building. We ask that our employees refrain from smoking while they are at work.
2. Lunch System: You may have any one item/meal free of charge per day of work, or you may bring your own meal and eat at a time that is approved by the manager.
3. Tip System: . Waitstaff are paid at least 60% of minimum wage and are asked to report their full amount of tips received to the bookkeeper on their daily time sheet.

Do you understand the above policies? _____