

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

## Pre-Employment Application

Date \_\_\_\_\_

Name \_\_\_\_\_  
Street Address \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Town, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_ Cell Phone # \_\_\_\_\_

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 16 or younger 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. Our busiest days are often weekends and holidays requiring most of our employees to work those days. Are you willing and able to work such a schedule? \_\_\_\_\_

Please list your strongest assets.

\_\_\_\_\_  
How do you feel about working under pressure?

\_\_\_\_\_  
How would you rate yourself in getting along with others?

\_\_\_\_\_

Check the position or positions you are willing to work. **Please note that ALL positions at Polly's require being on your feet for long periods of time, lifting up to a minimum of 30lbs, and bending. If this is an issue for you please let us know at this time. We will try to fill your wishes, but we can't guarantee it. Please remember that we cross train in several positions.**

\_\_\_\_\_ Dish washing(14 years +)

\_\_\_\_\_ Bus person (14 years +)

\_\_\_\_\_ Cooking (16 years & older)

\_\_\_\_\_ Cook's Helper (16 Years & older)

\_\_\_\_\_ Baker (16 years+)

\_\_\_\_\_ Cashier (16 Years & older)

\_\_\_\_\_ Mail Order (16+)

\_\_\_\_\_ Host/Hostess (17 +)

\_\_\_\_\_ Production assistant (18+)

\_\_\_\_\_ Manager (18+)

\_\_\_\_\_ Beverage/Bar Helper (18 years+)

\_\_\_\_\_ Waiting tables (18 years +)

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 \_\_\_\_\_ Are there any days of the week that you are unavailable?

If so please state here \_\_\_\_\_

If at this time you know of any special days (games, weddings, graduations, class trips, parades, proms, etc.) that you will need off please let us know now.

\_\_\_\_\_

\_\_\_\_\_

Policies:

1. Polly's Pancake Parlor is a smoke-free building. We ask that our employees refrain from smoking while they are at work and only smoke in their own vehicles on break.
2. Lunch System: You may have any one item free of charge per day of work from the set employee menu or you may bring your own meal and eat at a time that is approved by the manager. There will be no eating by employees within the kitchen/bakery or cooking line at any time.
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 report.
4. Polly's Employee Handbook, with all company policies will be read upon hiring and signed by employee. I have read the above policies and understand if hired to follow these policies.

Please sign \_\_\_\_\_