



Please fill out the next three sections to the best of your ability. If you have a completed resume with this information on it, check the appropriate boxes and attach your resume when submitting your completed application either by mail or email.

**Education:** Include all if more than one attended. You do not have to fill out the entire chart.

School Name	Years attended?	Did you graduate?

Resume attached only if ALL above components are addressed

**Sports/Clubs:** List any activities you are normally involved in during the school year or summer. You do not have to fill out the entire chart. The first one has been done for you as an example:

Sport/Organization	Years involved	Positions held	Duties
Ice Cream Club	2016-2018	President	Recruiting members, planning meetings, and scheduling events

Resume attached only if ALL above components are addressed

**Previous Work Experience/References:** Please write relevant work experiences. If you run out of experiences to write down, or haven't had any yet, fill the rest of the table with non-family references.

*Note: Anyone you write down may be contacted.*

Name of Company and Supervisor OR Reference	Relationship	Phone number	How long you've worked there or known them?	Job title	Primary job duties	Last wage	Reason for leaving
Jubie's Creamery Julie Domicone	Manager	937-874-5391	06/2017- Present	Team Member	Greeting customers, scooping ice cream, cleaning, POS system	\$0.00	N/A

Resume attached only if ALL above components are addressed

If hired, when could you start? \_\_\_\_\_

How many hours per week are you looking for during the summer? \_\_\_\_\_

How many hours per week are you looking for during the school year? \_\_\_\_\_

Which of the following times will you normally be available to work? Please note that you are **REQUIRED** to be available to work a minimum of 3 shifts during the week, and 2 on the weekend (Fri – Sun). *(Check all that apply)*

Afternoons (~10AM -4PM)  Weekdays  Holidays

Evenings (~5PM-11PM)  Weekends  During school vacations

Do you have any times or days that you will be unable to work? Why? \_\_\_\_\_

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Do you have any planned vacations coming up? If so, when? \_\_\_\_\_

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Do you have reliable transportation to get to work? What is it? \_\_\_\_\_

Hobbies/Talents? \_\_\_\_\_

Favorite Ice Cream Flavor? \_\_\_\_\_

Have you ever visited Jubie's before? If yes, please describe your experience below.

*Note: A lot of our hiring decisions will be based off your response.*

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What are 2 things you would do when a guest complains about an item you served them?

*Note: A lot of our hiring decisions will be based off your response.*

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### **Additional Items to Consider:**

**Conduct:** Our team leads are incredibly important to us. They are the face of Jubie's Creamery to all of our amazing customers. We expect each team member to treat EVERYONE with professionalism and respect. This includes but is not limited to customers, team members, fellow team leads, and managers. While we want everyone to have fun at work, Jubie's Creamery will not tolerate horseplay, negative attitudes, harassment, or bullying of any kind. Failing to comply to our team member policies could result in consequences and ultimately termination.

**Uniforms:** Our guests have the right to expect our employees to always present a clean and neat appearance. Our goal is to accurately portray our brand in everything we do, including our dress code. Required uniform components include:

1. Jubie's provided hat with hair neatly pulled back out of your face. (if applicable)
2. Jubie's provided t-shirt. (Additional shirts can be purchased if desired)
3. Jubie's provided full apron.
4. Jubie's provided name tag.
5. Khaki style pants or capris. Must be clean, wrinkle-free, without holes, rips, or stains. NO shorts.
6. Tennis shoes that are clean and free of any rips or holes.

Uniform components that are NOT permitted due to Ohio Health and Jubie's Creamery regulations include:

1. Rings (except for a plain band ring)
2. Bracelets
3. Watches
4. Chipped nail polish or false nails
5. Dangle earrings
6. Stud earrings smaller than 1/4" in diameter OR too heavy that they increase the chance of falling out
7. Any other facial piercing besides nose
8. Inappropriate or offensive tattoos
9. Loose hair accessories
10. False eyelashes
11. Necklaces are permitted ONLY if they are kept tucked in your t-shirt at all times

**Scheduling:** Jubie's Creamery will put forth its best efforts to be as flexible as possible when scheduling. While we realize that school responsibilities should come first, the reality of the business is that most of our customer traffic occurs in the evenings and on weekends—especially during weekend nights and summer holidays. It is vital for Jubie's Team Leads to offer exceptional customer service during all business hours, but these times are especially important.

If Team Leads are flexible in understanding the cancellation of shifts during cold or rainy days, Jubie's creamery will remain as flexible as possible around Team Lead shift preferences. Please keep in mind:

1. You must be available to work **most** weekend shifts (including holidays) during the summer within reason of previous planned vacations/appointments.
2. You are REQUIRED to be available to work at least 3 shifts during the week (Mon – Thurs) and 2 on the weekends (Fri – Sun)
3. You must be willing and able to commit to the hours that you indicated you are willing to work
4. You must consistently maintain a positive attendance record by reporting for assigned shifts at least 10 minutes early, finding replacements for scheduled shifts within the required time frame, requesting for time off within the required time frame, and having a 0% no call/no show record.
5. While we will try our best to comply, we cannot guarantee that you will always be scheduled during your most preferred times

## Applicant Agreement

- I have read and understand the above requirements. By signing the document below, I am promising to commit to them to the best of my ability.
- I agree to undergo a federal & state background check
- I certify that all the statements made by me on this application for employment are true, correct, and complete to the best of my ability.
- I understand that false statements on this application may be cause for dismissal without notice.
- I agree that all former employers/references may furnish Jubie's Creamery with information regarding record of my service, character, and reason for leaving.
- I release all employers/references from all liability for providing such information.
- To be qualified for employment for Jubie's, all persons seeking employment may be required to pass a pre-employment background check, which can include a drug/alcohol screen.
- My employment is at the will of Jubie's Creamery, and Jubie's Creamery may terminate my employment at any time, or without cause, and with or without notice.

**Print Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_