

**EMPLOYMENT APPLICATION**

Name (last, first, middle) \_\_\_\_\_

Today's Complete Date \_\_\_\_\_

My SSN # \_\_\_\_\_

My Age:     Under 18     18 to 20     21 or over

My Current Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

My Permanent Address & Phone \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

My Phone Number \_\_\_\_\_

My Phone Number \_\_\_\_\_

Shifts & locations I prefer

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mornings							
Afternoons							
Locations							

Shifts & locations I would not accept

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mornings							
Afternoons							
Locations							

In general, the "success indicators" for work at Macrina Bakery & Cafe are ability to work well under pressure, attention to details, candor in communications, clean personal appearance, common sense, cooperative team player, dependability, endorsing Macrina Bakery & Cafe to its customers, personal and public responsibility, personal honesty, positive attitude and sharing the values of Macrina Bakery & Cafe. Some additional success indicators are mentioned below.

**I AM APPLYING TO WORK AS A**

<input type="checkbox"/> <b>BAKER</b> – prepares bread, cakes and other foods and requires the operation of kitchen machinery and a food handler's permit – additional success indicators are culinary artistry, speed and accuracy, good memory and excellence in food safety
<input type="checkbox"/> <b>BARISTA / COUNTER PERSON</b> – prepares great coffee beverages and provides efficient, fast and genuinely friendly service (and some salesmanship) to customers and performs other duties – additional success indicators are good judgment, speed and accuracy, outgoing personality, ease at engaging customers in friendly conversation, making customers happy, excellence in food safety and excellent cashier skills
<input type="checkbox"/> <b>PASTRY/SAVORY</b> – prepares great pastries and other foods and requires the operation of kitchen machinery and a food handler's permit – additional success indicators are culinary artistry, speed and accuracy, good memory and excellence in food safety
<input type="checkbox"/> <b>SERVER</b> – provides efficient, fast and genuinely friendly service (and some salesmanship) to customers and does other work, including that of bussers, also requires a food handler's permit and a Class 13 Permit for beer and wine service (for Belltown only) – additional success indicators are speed and accuracy, outgoing personality, ease at engaging customers in friendly conversation, making customers happy, excellence in food safety and menu knowledge
<input type="checkbox"/> <b>DISHWASHER / BUSSER</b> – cleans, washes dishes and preps food which requires the operation of kitchen machinery and a food handler's permit – additionally supports the cleaning of the dining room and lobby
<input type="checkbox"/> <b>DELIVERY DRIVER</b> – provides efficient, safe and genuinely friendly delivery service to customers and does other work, including that of assisting bakers, carrying orders to customers (lifting up to 50 pounds), a food handler's permit, a driver's license, automobile insurance and a clean driving record for the prior 3 years – additional success indicators are good judgment, organization and planning, detailed knowledge of the delivery area, good memory, excellence in food safety and excellent cashier skills. My driver's license number & state of issuance: _____
<input type="checkbox"/> <b>MANAGER</b> – supervises the bakery or cafe and does other work, requires meeting the job requirements for all jobs supervised – additional success indicators are those of the jobs supervised as well as personal integrity, loving what you're doing, hard work and perseverance, verbal and written communication skills, basic math, attention to detail and extensive use of computer. My driver's license number & state of issuance: _____

I intend to work here \_\_\_\_\_ hours a week ( for an indefinite time) ( until \_\_\_\_\_) and expect to be paid \_\_\_\_\_.

<p>While employed here, (<input type="checkbox"/> I do) (<input type="checkbox"/> I do not) intend to have another job and/or attend school.</p> <p>I (<input type="checkbox"/> have) (<input type="checkbox"/> have not) previously worked for Macrina Bakery &amp; Cafe or previously applied for a job at Macrina Bakery &amp; Cafe.</p> <p>I (<input type="checkbox"/> do) (<input type="checkbox"/> do not) have relatives or friends who work at Macrina Bakery &amp; Cafe or who used to work at Macrina Bakery &amp; Cafe.</p>	<p>Details about my responses to the left:</p>
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A. My current / most recent employer, who you ( may) ( may not) contact:

Company name, address and phone: \_\_\_\_\_  
My work location and its phone: \_\_\_\_\_  
My current / last boss's name and title: \_\_\_\_\_  
My current / last boss's work location and direct phone: \_\_\_\_\_  
My starting date, title, duties and pay rate: \_\_\_\_\_  
My ending date, title, duties and pay rate: \_\_\_\_\_  
Hours worked per week \_\_\_\_\_. I ( am) ( am not) eligible for rehire. Other jobs held at the same time: \_\_\_\_\_  
The circumstances of my leaving: \_\_\_\_\_

B. My employer immediately prior to the one described in "A":

Company name, address and phone: \_\_\_\_\_  
My work location and its phone: \_\_\_\_\_  
My last boss's name and title: \_\_\_\_\_  
My last boss's work location and direct phone: \_\_\_\_\_  
My starting date, title, duties and pay rate: \_\_\_\_\_  
My ending date, title, duties and pay rate: \_\_\_\_\_  
Hours worked per week \_\_\_\_\_. I ( am) ( am not) eligible for rehire. Other jobs held at the same time: \_\_\_\_\_  
The circumstances of my leaving: \_\_\_\_\_

C. My employer immediately prior to the one described in "B":

Company name, address and phone: \_\_\_\_\_  
My work location and its phone: \_\_\_\_\_  
My boss's name and title: \_\_\_\_\_  
My boss's work location and direct phone: \_\_\_\_\_  
My starting date, title, duties and pay rate: \_\_\_\_\_  
My ending date, title, duties and pay rate: \_\_\_\_\_  
Hours worked per week \_\_\_\_\_. I ( am) ( am not) eligible for rehire. Other jobs held at the same time: \_\_\_\_\_  
The circumstances of my leaving: \_\_\_\_\_

The number of jobs I have had in the last 12 months is \_\_\_\_\_, 24 months is \_\_\_\_\_, 36 months is \_\_\_\_\_, and 60 months is \_\_\_\_\_.  
I understand that the job for which I have applied involves handling other people's money and/or access to personal information about other people. Within the last 20 years (a) I ( have) ( have not) been convicted of any crime. (b) I ( am) ( am not) currently charged with, a crime involving theft, fraud, embezzlement, stolen property, harassment or moral turpitude.

I ( have) ( have not) graduated from high school at [list name and location of school]: \_\_\_\_\_  
Since high school, I ( have) ( have not) had more schooling or formal training. The name and location of each school or other training organization, the dates I attended, my field of study and any diplomas, degrees or certificates I earned are: \_\_\_\_\_  
\_\_\_\_\_

Personal Reference: \_\_\_\_\_ Has known me since \_\_\_\_\_  
Address: \_\_\_\_\_ Work phone \_\_\_\_\_  
Relationship: \_\_\_\_\_ Home phone \_\_\_\_\_

What was it that made you apply for a job at Macrina at this time? \_\_\_\_\_

What is your favorite type of bread or pastry? \_\_\_\_\_

Other places where I am currently applying for work and the jobs for which I am applying are: \_\_\_\_\_

I'd also like to tell you: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MY COMMITMENT

At Macrina Bakery & Cafe respect, dignity and fairness are intended to be a two-way street. The following policies and agreements help make that happen and in consideration of my employment by Macrina Bakery & Cafe, I agree to comply with them.

Macrina Bakery & Cafe Unlawful Harassment Policy. Macrina Bakery & Cafe has a written policy against unlawful harassment and unlawful discrimination. I agree to read the policy before my first shift and comply with it.

F.A.I.R. Policy. F.A.I.R. stands for Fair and Amicable Internal Resolution. If I believe I have been treated unfairly in any way in my employment at Macrina Bakery & Cafe (i.e., in the application of its rules and policies to me, not in the content of the rules and policies themselves), or if I believe the content of any of the rules or policies to be unlawful, or if I believe any of my rights have been violated or if I believe I have been harassed, discriminated against or wrongfully terminated as described in the Macrina Bakery & Cafe Arbitration Policy or the Macrina Bakery & Cafe Unlawful Harassment Policy, I will use the steps and procedures of the F.A.I.R. Policy to attempt in good faith to resolve the dispute to the mutual satisfaction of me and Macrina Bakery & Cafe without arbitration.

1st Step: Supervisor Review. I will informally report the matter and all details to my "Immediate Supervisor" (i.e., my General Manager if I'm an hourly worker or an Assistant Manager, my District Manager if I'm a General Manager) who will discuss the matter with me and informally report what action, if any, will be taken to address my concerns. I may skip this step if I believe my Immediate Supervisor is part of the problem about which I am complaining. Ordinarily, Supervisor Review should take about a week or less.

2nd Step: Peer Review. If Supervisor Review does not resolve the matter to my satisfaction or if I elect to skip Supervisor Review, I will initiate non-binding Peer Review by written request to the F.A.I.R. Administrator of Macrina Bakery & Cafe at 2408 First Avenue, Seattle, WA 98121, within the time established by law for the commencement of an action based on such matter. My written request will clearly communicate the matter(s) that I want reviewed by a Peer Review Panel and the result(s) I want. The Peer Review Panel will be organized by the F.A.I.R. Administrator and will be comprised of employees of Macrina Bakery & Cafe who have at least a year of seniority. I and my District Manager will each name, subject to the objection of the other, one member of the Peer Review Panel. The F.A.I.R. Administrator may expand the Peer Review Panel to include a third member to be mutually selected by the other two members. The decision of the Peer Review Panel, which is expected to take two weeks or less, will be in writing and will be given to me and to Macrina Bakery & Cafe but will not be binding on either me or Macrina Bakery & Cafe.

3rd Step: Conciliation. If Peer Review does not resolve the matter to my satisfaction, I will initiate non-binding Conciliation by written request to the F.A.I.R. Administrator of Macrina Bakery & Cafe at 2408 First Avenue, Seattle, WA 98121, within the time established by law for the commencement of an action based on such matter. The F.A.I.R. Administrator will designate a responsible person at Macrina Bakery & Cafe (who may be its President) to meet face-to-face with me in a non-binding Conciliation. If the Conciliation has a facilitator or mediator, that person will be selected by the F.A.I.R. Administrator and may be an employee of Macrina Bakery & Cafe. The expectation is that the Conciliation will take about two weeks or less.

Undertaking. I also agree (a) to comply with the foregoing steps, (b) to reasonably agree to times and dates for the conduct of the Peer Review and the Conciliation, (c) to fully cooperate with and fully participate in the Peer Review and Conciliation, (d) to respond within seven calendar days to each communication from the F.A.I.R. Administrator, the Peer Review Panel and/or the facilitator or mediator, if there is one, and (e) to comply with reasonable requests for information. If I am selected to serve in any capacity in a Peer Review or Conciliation initiated by others, I agree to be fair and impartial and to maintain the confidentiality of all information disclosed to me in that capacity.

Procedures. In its discretion, the F.A.I.R. Administrator may adopt or establish the rules and policies to govern Peer Reviews generally or a particular Peer Review and to govern Conciliation generally or a particular Conciliation, provided only that they are not unreasonable.

Limitations on Actions. I understand and agree that I may not commence an arbitration of a claim that is covered by the Macrina Bakery & Cafe Arbitration Policy or commence a lawsuit on a claim that is not covered by the Macrina Bakery & Cafe Arbitration Policy unless I have first submitted the claim to resolution in conformity with the F.A.I.R. Policy and fully complied with the steps and procedures in the F.A.I.R. Policy. I understand and agree that if I do not comply with a step, rule or procedure in the F.A.I.R. Policy with respect to a claim, that I will have waived any right to raise the claim in any court or other forum, including arbitration. The limitations set forth in this paragraph shall not be subject to tolling, equitable or otherwise.

Mandatory Arbitration. If I believe that (a) I have been harassed or discriminated against before, during or after my employment at Macrina Bakery & Cafe (including, but not limited to, claims of unlawful discrimination or harassment based on sex, race, color, national origin, ancestry, religion, creed, physical or mental disability, age, sexual orientation, or any other basis prohibited by Title VII of the Civil Rights Act of 1964, the Americans With Disabilities Act, Age Discrimination In Employment Act, the Washington Law Against Discrimination, or other applicable state, county or municipal law), (b) I have not been paid for all hours for which I am entitled to be paid or I have been paid at less than the rate of pay which is required by law, or (c) the termination of my employment with Macrina Bakery & Cafe was wrongful and/or violated any of my rights (including my rights with respect to harassment and discrimination) I will submit the dispute to resolution in accordance with the steps and procedures in the F.A.I.R. Policy and if they are unsuccessful in resolving the dispute, I shall submit the dispute to binding arbitration before a neutral arbitrator and I agree that the procedures in the F.A.I.R. Policy, or arbitration if those procedures are not effective, shall be the exclusive means for resolving any such dispute and that no other action will be brought by me in any court or other forum with respect to any such matters. This agreement is a waiver of all rights to a civil court action for harassment, discrimination, disputed termination, or other civil claims; only a mutual resolution pursuant to the F.A.I.R. policy or an arbitrator, not a judge or jury, will decide the dispute. Should arbitration arise, I agree to be bound by the provisions of the Washington Arbitration Act (RCW § 7.04.010), and the procedures for compelling arbitration contained therein. I agree that if any court of competent jurisdiction declares that any part of this arbitration policy is illegal, invalid or unenforceable, such a declaration will not affect the legality, validity or enforceability of the remaining parts of this arbitration policy, and the illegal, invalid or unenforceable part will no longer be part of my agreement.

At Will Employment. I understand and agree that any employment I may ever have at Macrina Bakery & Cafe is and will remain "at will", meaning that either I or Macrina Bakery & Cafe may terminate the employment at any time and in any manner without prior notice or warning and without cause or reason.

Accuracy. This application is complete, accurate and not misleading. I authorize Macrina Bakery & Cafe to investigate its completeness and accuracy and I authorize my current and former employers and schools to release any relevant information to Macrina Bakery & Cafe. I understand that any incomplete, inaccurate or misleading information furnished by me may result in the rejection of this application or, if I was hired by Macrina Bakery & Cafe, in the termination of that employment. I understand that I may be hired conditionally, subject to such investigations being completed with results that are satisfactory to Macrina Bakery & Cafe.

Additional Understandings. This application is good for 90 days after which time I need to complete and submit a new application in order to have Macrina Bakery & Cafe then consider hiring me. I understand that no persons have the authority to agree to any change in any of the forgoing on behalf of Macrina Bakery & Cafe and that such authority may be granted only pursuant to specific joint written resolution by its ownership and governing board. If I now am applying (or later apply) to work as a Delivery Driver or Manager, I authorize Macrina Bakery & Cafe to investigate my driving record. By signing this application, I give my permission to Macrina Bakery & Cafe to conduct any necessary background checks.

Prior To My 1st Shift. I understand that if Macrina Bakery & Cafe says that I am hired, that it means, regardless of the words used, that I am hired only if I complete, sign and deliver the following before my first shift, each of which is an important condition of me being hired: (a) the "Take Home Test" with satisfactory results, (b) various government forms (including IRS Form W-4 & INS Form I-9, which requires that I produce 1 or more identification documents), (c) the Employment Relationship Agreement, and (d) if I am being hired as a Delivery Driver or Manager, the Driver Package.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Administrative Use Only**

Screening interview scheduled \_\_\_\_\_ with \_\_\_\_\_, title \_\_\_\_\_  
Screening interview done \_\_\_\_\_ by \_\_\_\_\_, title \_\_\_\_\_  
2nd interview scheduled \_\_\_\_\_ with \_\_\_\_\_, title \_\_\_\_\_  
2nd interview done \_\_\_\_\_ by \_\_\_\_\_, title \_\_\_\_\_  
Reference checked completed on \_\_\_\_\_ by \_\_\_\_\_, title \_\_\_\_\_  
Applicant informed of decision \_\_\_\_\_ by \_\_\_\_\_, title \_\_\_\_\_  
Orientation scheduled for \_\_\_\_\_