



4621 Speedway Drive Fort Wayne, IN 46825

www.countrykitchensa.com 260.482.4835

Upon completion, return application to [autumn@countrykitchensa.com](mailto:autumn@countrykitchensa.com) or mail to address above.

Thank you for taking the time to fill out this application. If you filled this out at a time when we are not hiring, note that we do keep applications on file for when a position opens. We consider all positions, from entry level to management, important for Country Kitchen SweetArt's (CKS) success in providing a great experience. Applicants should know that working at CKS means making a serious commitment to learning about products, consistently offering great service, and helping to make CKS an exceptional workplace. We understand that not everyone cares about the same things that we do. If CKS isn't right for you, we wish you well on your continued job search. If you believe you would you would be a perfect fit for CKS and we would be a perfect fit for you, great! Keep on filling out this application.

First Name	Middle Initial	Last Name	Date of Application
Street			City
Home Telephone Number			State & Zip Code
Other Phone Number			Position(s) Applied for
Email Address			Referral Name

Looking for:

Full Time

Part Time. Number of Hours \_\_\_\_\_

Long Term Employment

Temporary Position Thru \_\_\_\_\_

Willing/able to work Saturday? \_\_\_\_\_

Willing/able to work over-time? \_\_\_\_\_

If you are under 18 years of age, can you provide proof of work eligibility?

Yes  No  N/A

Are you legally able to work in the United States?

Yes  No

Are you currently laid off and subject to recall?

Yes  No

Are you able to comply with Country Kitchen's Drug-Free Policy?

Yes  No

Have you ever been convicted of a criminal offense? (If yes, please explain.)

Yes  No

Date \_\_\_\_\_ Place \_\_\_\_\_ Nature \_\_\_\_\_

## Employment Experience

Begin with your present or most recent job. You may include any job related military service or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Phone #		Hourly Rate/Salary		
Job Title	Supervisor	Start	Final	
Reason for Leaving				

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Address				
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Job Title	Supervisor	Start	Final	
Reason for Leaving				

Education/Skills				
School	Name, City	Years Attended	Degree/Major/or Class Name	Completed?
High School				Yes No
College				Yes No
Grad School				Yes No
Classes at CKS				Yes No
Other				Yes No

### Tell Us More About You...

I have/can do the following:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Talk on the phone        | <input type="checkbox"/> Strong follow through skills  | <input type="checkbox"/> Work well with fellow employees |
| <input type="checkbox"/> Pay attention to detail  | <input type="checkbox"/> Computer skills               | <input type="checkbox"/> Handle multi-line telephones    |
| <input type="checkbox"/> Work under stress        | <input type="checkbox"/> Use email and Internet        | <input type="checkbox"/> Multi-task                      |
| <input type="checkbox"/> Work with cash registers | <input type="checkbox"/> Handle heavy lifting          | <input type="checkbox"/> Problem solve                   |
| <input type="checkbox"/> See work to be done      | <input type="checkbox"/> Good people skills            | <input type="checkbox"/> Be a quick learner              |
| <input type="checkbox"/> Adjust to change easily  | <input type="checkbox"/> Cake/cookie decorating skills | <input type="checkbox"/> Candy making skills             |
| <input type="checkbox"/> Organizational skills    | <input type="checkbox"/> Get along with others         | <input type="checkbox"/> Strong willingness to learn     |

\*Be honest with your answers! Unchecked boxes don't mean you won't be considered for the position.

Some questions to ponder... and answer.

- Country Kitchen SweetArt can be a very busy, stress filled place to work; especially during the holidays. What makes you believe you can perform well and excel under these working conditions?
- Country Kitchen SweetArt strives to offer the best customer service possible. What does good service mean to you?
- Describe a real incident in which you were treated rudely as a customer. How would you have handles it differently if you had been in the other person's shoes?
- If you have shopped at Country Kitchen SweetArt, what did you enjoy the most about the experience?
- What experience and knowledge do you expect to gain from working at Country Kitchen SweetArt?
- As a staff member, what do you expect from the managing partners, managers and supervisors?

#### Personal References

Please list the name, address and telephone number of three reference other than friends or relatives.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



Please list any personal qualities, skills and experience that you feel helps qualify you for this job or any additional information you would like us to consider.

Five horizontal lines for writing personal qualities, skills, and experience.

CKS hours are M-F 9:00-7:00; S 9:00-5:00. Please list the days and times you are available to work.

Mondays: \_\_\_\_\_

Cannot work on Mondays

Tuesdays: \_\_\_\_\_

Cannot work on Tuesdays

Wednesdays: \_\_\_\_\_

Cannot work on Wednesdays

Thursdays: \_\_\_\_\_

Cannot work on Thursdays

Fridays: \_\_\_\_\_

Cannot work on Fridays

Saturdays: \_\_\_\_\_

Cannot work on Saturdays

**Employees at Country Kitchen SweetArt:**

Are self directed

Have an interest in cooking/baking

Are comfortable with change

Have high integrity and honesty

Have the ability to handle stress

Enjoy being part of a team

Enjoy interacting with people

Have a desire for improvement in all areas

Are committed to organization-wide success

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, marital status, veteran/reserve/national guard or any other similarly protected status. We comply with all applicable laws governing practices and do not discriminate on the basis of any unlawful criteria.

**\*\*IMPORTANT\*\* Agreement:**

I hereby affirm that the knowledge provided on this application (and accompanying resume, if any) is true to the best of my knowledge. I also agree that falsifying information or significant omissions may disqualify me from further consideration for employment and may be considered for justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that no management official other than the officers of Country Kitchen SweetArt has the authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, my current employer, and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision. This includes Country Kitchen SweetArt's ability to obtain a report of my credit history, driving record, and other information that may be necessary in making an employment decision.

Signature \_\_\_\_\_

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