



## **TEAM MEMBER APPLICATION**

*for Green Cove Springs*

### **Job Description**

#### **Team Member Expectations:**

- Must be reliable, honest, friendly, outgoing and have reliable transportation.
- Must have the ability to take instructions and put into action.
- Must be responsible, highly motivated, and able to work well with your team.
- Preferred minimum age is 16 (exceptions at manager's discretion).
- Prior experience in customer service or food service is preferred but not required.
- Must be able to stand and exert well-paced mobility for periods of up to eight hours in length.
- Must have the ability to lift 15 pounds frequently and up to 50 pounds to shoulder height occasionally.
- Must LOVE Snoballs and be excited to help customers experience new flavors and toppings!

#### **Scheduling and Store Hours:**

- Pelican's Snoballs is open 7 days a week from at least noon-9pm (hours vary on weekends and holidays). Actual work hours extend from before opening until closing tasks are complete (for example, 11:45am-10pm).
- During peak season (May-August) weekly hours range from 20 to 30, with daily shifts ranging from 4 to 6 hours. Scheduled hours during off peak could be less.
- You must be available and willing to work weekends and holidays.
- Shifts during the school year can usually be adjusted to your class schedule.
- Off-site event opportunities might be available at times but will not be mandatory.

#### **Regular Tasks Include:**

- Welcome and connect with each customer.
- Take orders and answer questions.
- Follow cash-handling procedures and operate cash register.
- Shave ice on electric shavers and pour syrup.
- Prepare and maintain ingredients for product use and inventory.
- Perform cleaning tasks and maintain cleaning standards inside and outside.

Do you think you are a good fit to join our team? If you are interested, please fill out an application and come see us today!



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## THE BASICS

NAME (print): Last \_\_\_\_\_ Middle I. \_\_\_\_ First \_\_\_\_\_ Date \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PHONE NUMBERS: Cell \_\_\_\_\_ Home \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DO YOU HAVE RELIABLE TRANSPORTATION?  Yes  No What wage do you expect? \_\_\_\_\_

If you are under 18 years old, how old are you? \_\_\_\_\_ Are you eligible to work in the USA?  Yes  No

## YOUR AVAILABILITY

Max hours you are able to work in a week: \_\_\_\_\_

Min hours you'd like to have every week: \_\_\_\_\_

	SUN	MON	TUE	WED	THU	FRI	SAT
FROM							
TO							

Please fill out the above table and let us know when it applies:  Summer  During School  Year Round

In the event that you chose either the summer or school above, please fill out the table below to let us know the rest of your availability if any:

	SUN	MON	TUE	WED	THU	FRI	SAT
FROM							
TO							

<  Summer  During School  No Other Availability

## EDUCATION

High School (Last attended): \_\_\_\_\_ City/State \_\_\_\_\_ Graduation Year \_\_\_\_\_

College & Vocational School: \_\_\_\_\_ City/State \_\_\_\_\_ Graduation Year & Major \_\_\_\_\_

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

*\*FOR PELICAN'S USE ONLY, PLEASE LEAVE BLANK\**

CONTACT ATTEMPT NOTES: \_\_\_\_\_

\_\_\_\_\_

INTERVIEW NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## ACHIEVEMENTS

Please list any awards, certificates, leadership positions or any other achievements you're proud of and want to show off here: \_\_\_\_\_

\_\_\_\_\_

Are you a veteran?     Yes     No

## EMPLOYMENT HISTORY

*(Please Include odd jobs such as babysitting, lawn care or volunteering)*

Have you ever worked at a Pelican's SnoBalls before?     Yes     No    If yes, which location? \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

First day	Last Day	Phone #	Supervisor:	Wage/Pay:	Reason for leaving:
_____	_____	_____	_____	_____	_____

Name & Address of Employer: \_\_\_\_\_

First day	Last Day	Phone #	Supervisor:	Wage/Pay:	Reason for leaving:
_____	_____	_____	_____	_____	_____

Name & Address of Employer: \_\_\_\_\_

First day	Last Day	Phone #	Supervisor:	Wage/Pay:	Reason for leaving:
_____	_____	_____	_____	_____	_____

## REFERENCES

*Please provide 3. May include current or past employers/ supervisors, teachers, or any other individual familiar with your qualifications.*

Name	Address	Phone	Relationship	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



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### **NOTIFICATION, AUTHORIZATION AND CERTIFICATION:**

**I am hereby notified** that certain diseases such as Hepatitis A, E Coli 0157, Salmonella, Shigella, Staphylococcus, Giardia, Streptococcus and Campylobacter will prevent me from handling food equipment until a clean bill of health is received from my medical doctor. It is my obligation to **Pelican's Snoballs Green Cove Springs** to immediately notify my supervisor should I knowingly become or believe that I am infected with any of these diseases.

**I hereby authorize** the former employers and references I have listed on this application to provide to **Pelican's Snoballs Green Cove Springs** with any information that would be meaningful and relevant to this employment application and I release all parties from all liabilities and/or damages that result from furnishing such information.

**I hereby certify** that I have fully read and have accurately completed this employment application to the best of my knowledge. I acknowledge that any false information contained in this employment application may be grounds for **Pelican's Snoballs Green Cove Springs** to disregard my employment application or to terminate my employment upon discovery of such false information.

I agree to read and follow the rules and regulations contained in the **Pelican's Snoballs Green Cove Springs** Employee Handbook that will be provided to me upon my employment and which may be updated periodically by **Pelican's Snoballs Green Cove Springs**. I understand that **Pelican's Snoballs Green Cove Springs** is an at-will employer and that **Pelican's Snoballs Green Cove Springs** may terminate my employment at any time for any reason, with or without cause and that I also have these same rights with regard to terminating my own employment.

I understand that Pelican's SnoBalls is an equal opportunity employer and that **Pelican's Snoballs Green Cove Springs** makes every effort to comply with various federal, state and local employment laws, as applicable. I also understand that the information I have provided in this application will not be used for any purposes(s) that are prohibited by law.

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DATE

APPLICANT SIGNATURE

*Please sign and return this page with your completed application.*