

MASON FARMS COUNTRY MARKET

DEPARTMENT JOB DESCRIPTIONS

(In filling out your applications, all applicant's must be **SPECIFIC** on availability!)

CASHIER DEPARTMENT:

If you are applying for this position, you must have an outgoing and friendly personality, with an ability to accommodate peoples' needs and an eye for detail. You must be mathematically inclined, and accurate and accountable. You will assist customers and other employees of the Country Bakery and Sweet Shop, Garden Center, Produce department, and Cashier department.

COUNTRY BAKERY AND SWEET SHOP:

If you are applying for this position, you must have an outgoing and friendly personality, with an ability to accommodate peoples' needs and an eye for detail. You must be mathematically inclined, and accurate and accountable. You will specialize in the production and quality of all Bakery and Sweet Shop products. You will assist customers and other employees of the Country Bakery and Sweet Shop, Garden Center, Produce department, and Cashier department.

GARDEN CENTER:

If you are applying for this position, you must have an outgoing and friendly personality, with an ability to accommodate peoples' needs and an eye for detail. You will specialize in plant care and greenhouse plant production. You will be involved in the direct marketing of the Garden Center products, including direct personal interaction with our customers. You will assist customers and other employees of the Country Bakery and Sweet Shop, Garden Center, Produce department, and Cashier department.

PRODUCE DEPARTMENT:

If you are applying for this position, you must have an outgoing and friendly personality, with an ability to accommodate peoples' needs and an eye for detail. You will specialize in produce quality control and display, fruit basket production, gift area marketing, and the shipping and receiving of the produce department products. You will assist customers and other employees of the Country Bakery and Sweet Shop, Garden Center, Produce department, and Cashier department.

LANDSCAPE DEPARTMENT:

If you are applying for this position, you must like working outdoors, have an outgoing and friendly personality, with knowledge of plants, some trees & shrub care and maintenance. Plant/ Tree & Shrub Installation knowledge. Heavy equipment experience helpful. When at the Store, You will assist customers in the Garden Center and other employees of the Country Bakery, Garden Center, Produce department and Cashier department.

FARM/ FARM STAND/ SATELLITE LOCATIONS/OLD FRENCH

If you are applying for this position, you must have an outgoing and friendly personality, with an ability to accommodate peoples' needs and an eye for detail. You must like working outdoors. You will specialize in produce quality control and display, When at the Store, You will assist customers where necessary and other employees of the Country Bakery, Garden Center, Produce department and Cashier department.

***SHIPPING AND RECEIVING ARE NOT SEPARATE DEPARTMENTS.
EACH DEPARTMENT HAS IT'S OWN SHIPPING AND RECEIVING
PERFORMED WITHIN THAT DEPARTMENT.***

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

PERSONAL INFORMATION

Last Name	First	Middle	Date
Street Address	City	State	ZIP
Telephone			
Have you ever applied for employment with us? Yes ____ No ____ If yes, Month and Year _____ Location _____			email address:
Position Desired (see Page 3) If position desired at farm, write Farm: _____ Cashier Dept. ____ Bakery Dept. ____ Produce Dept. ____ Garden Center ____			Social Security Number
Are you available for work: (BE SPECIFIC) Full-time? Part-time? Weekends? 2nd Shift?			Pay Expected
Will you work overtime if asked?			
Are you eligible for employment in the United States of America?			When will you be available to begin work?

EDUCATION INFORMATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Date Degree or Diploma Attained
Graduate					
College					
Business/Technical/Trade					
High School					

Hobbies, Organization Membership, Special Interests, and other Activities?

(exclude those which may disclose your race, color, religion, or national origin)

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	
Company Name	Business Telephone
Address	Employed - (State Month and Year) From To
Name of Supervisor	Weekly Pay Starting Ending
In detail, describe your job title and responsibilities.	Reason for Leaving:
2	
Company Name	Business Telephone
Address	Employed - (State Month and Year) From To
Name of Supervisor	Weekly Pay Starting Ending
In detail, describe your job title and responsibilities.	Reason for Leaving:
3	
Company Name	Business Telephone
Address	Employed - (State Month and Year) From To
Name of Supervisor	Weekly Pay Starting Ending
In detail, describe your job title and responsibilities.	Reason for Leaving:
4	
Company Name	Business Telephone
Address	Employed - (State Month and Year) From To
Name of Supervisor	Weekly Pay Starting Ending
In detail, describe your job title and responsibilities.	Reason for Leaving:

The information requested is needed for a legally permissible reason., including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits discrimination based on age, citizenship, and disability. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status, and sexual preference.

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court?

Yes _____ No _____ If yes, describe in full.

If you are not eighteen (18) years old, do you have the proper working permit from your school so you can begin work as soon as possible?

Yes _____ No _____ If no, please explain why not.

State names of relatives and friends working for us, other than your spouse. Please write **NONE** if you do not know anybody who works here.

DEPARTMENT JOB DESCRIPTIONS

CASHIER DEPARTMENT:

If you are applying for this position, you must have an outgoing and friendly personality, with an ability to accommodate peoples' needs and an eye for detail. You must be mathematically inclined, accurate and accountable. You will assist customers and other employees of the Country Bakery and Sweet Shop, Garden Center, Produce department, and Cashier department.

COUNTRY BAKERY AND SWEET SHOP:

If you are applying for this position, you must have an outgoing and friendly personality, with an ability to accommodate peoples' needs and an eye for detail. You must be mathematically inclined, accurate and accountable. You will specialize in the production and quality of all Bakery and Sweet Shop products. You will assist customers and other employees of the Country Bakery and Sweet Shop, Garden Center, Produce department, and Cashier department.

GARDEN CENTER:

If you are applying for this position, you must have an outgoing and friendly personality, with an ability to accommodate peoples' needs and an eye for detail. You will specialize in plant care and greenhouse plant production. You will be involved in the direct marketing of the Garden Center products, including direct personal interaction with our customers. You will assist customers and other employees of the Country Bakery and Sweet Shop, Garden Center, Produce department, and Cashier department.

PRODUCE DEPARTMENT:

If you are applying for this position, you must have an outgoing and friendly personality, with an ability to accommodate peoples' needs and an eye for detail. You will specialize in produce quality control and display, fruit basket production, gift area marketing, and the shipping and receiving of the produce department products. You will assist customers and other employees of the Country Bakery and Sweet Shop, Garden Center, Produce department, and Cashier department.

OTHER:

SHIPPING AND RECEIVING ARE NOT SEPARATE DEPARTMENTS. EACH DEPARTMENT HAS IT'S OWN SHIPPING AND RECEIVING PERFORMED WITHIN THAT DEPARTMENT.

Please answer the following five questions as thoroughly as possible.

1. If you were in a public place and saw a person who appeared lost and/or confused, what would be your response?

2. Mason Farms is a very service oriented business. What does good service mean to you?

3. At the store one day, you purchase an item and realize the cashier has given you too much change back. What is your response?

4. Would you describe yourself as self-motivated? If so, how would you describe this quality?

5. In order of importance (number 1 through 5, with number 1 being the greatest and 5 the lowest), how would you rate the following five characteristics? How would you rate yourself (on a scale from 1 to 10, 10 being the highest, 1 the lowest), of these five character traits?

	<u>Rating in order of Importance</u>	<u>Your Personal Rating:</u>
a) Availability/Flexibility	_____	_____
b) Self-Motivation	_____	_____
c) Job Interest	_____	_____
d) Outgoing/Friendliness	_____	_____
e) Honesty	_____	_____

SIGNATURE

The information provide in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this Application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so.

If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date

Signature