



## Crew Application

Please fill out this application completely and to the best of your ability. Be honest with your answers because we put a lot of weight on the information you give us and it is the best way for us to get to know you a little bit prior to meeting you.

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Referred by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Is this your personal cell phone? \_\_\_\_\_

Email: \_\_\_\_\_ Do you check it daily/regularly? \_\_\_\_\_

School & expected year of graduation: \_\_\_\_\_

How many hours and days a week would you like to work? \_\_\_\_\_

Are you available to work all year long or summer only? \_\_\_\_\_

How will you get to work? \_\_\_\_\_

What date would you be able to start working? \_\_\_\_\_

If you are applying for summer only, what date would you have to stop working? \_\_\_\_\_

Are you available Friday evenings? \_\_\_\_\_ All day Saturday? \_\_\_\_\_ All day Sunday? \_\_\_\_\_

If in school, please enter your school schedule below:

MONDAY \_\_\_\_\_

THURSDAY \_\_\_\_\_

TUESDAY \_\_\_\_\_

FRIDAY \_\_\_\_\_

WEDNESDAY \_\_\_\_\_

As a general rule, Pine Cone Creamery opens at 12:00pm and closes at either 8:00pm, 9:00pm or 10:00pm depending on the time of year. A typical employee shift runs approximately 4 to 6 hours. All employees are asked to be available for day and evening shifts, weekday and weekend shifts. We do try to work with each employee's schedule and we ask for the same effort on your part when it comes to you being willing to work evenings, weekends, and minor holidays. Having said that, we understand that there are times when you have other commitments. Please list your current, or expected, commitments when you will be unable to work: (for example if you are playing an after-school sport, or if you have another job)

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Is there anything else that you want to mention that will affect your ability to work at Pine Cone Creamery?

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We'd like 2 references please: (no parents, they have to say nice things; they are your parents!) We do check references, so please ask permission and let the people you list below know that we will be calling.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

What are your top 3 strengths that will be an asset to the Crew at Pine Cone Creamery?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What is your most frequently used emoji when texting? \_\_\_\_\_

Previous Work Experience? Yes \_\_\_\_\_ No, this will be my first job \_\_\_\_\_

1. Company \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_  
Why did you leave this position? \_\_\_\_\_
2. Company \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_  
Why did you leave this position? \_\_\_\_\_
3. Company \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_  
Why did you leave this position? \_\_\_\_\_

## Please read through **Our Requirements:**

- Our Crew members must be friendly, courteous, and conversational with our customers. Professionalism and respect are expected at all times.
- We are open for ALL Spring, Summer and Fall holidays. **It is required that you be available for shifts on Memorial Day weekend, July 4, Labor Day weekend and Columbus Day weekend. Do you agree to accept shifts on these holidays/weekends? Yes\_\_\_\_\_ No \_\_\_\_\_ (please initial)**
- We strive for a team environment amongst our Crew. Please treat your fellow Crew members with the same respect that you deserve in return. All Crew members share the work load and the job assignments.
- Flexibility is a must. This is a business that changes with the weather as well as the time of year.
- Commitment to your assigned schedule is mandatory. If you are scheduled to work and for some reason you are unable to meet that responsibility, then it is required that you contact your fellow Crew members well in advance to find a substitute. Once you have found someone to fill your shift, you must submit the request thru our scheduling app (7shifts) Shift Pool. Failure to show up for your shift, without an appropriate reason, is grounds for immediate dismissal from your position.
- A valid Washington State Food Handler Card is required and the test can be taken online at [ww.foodworkercard.wa.gov](http://ww.foodworkercard.wa.gov). It is preferable you include a copy of your Food Handler Card with your application.
- A strong work ethic is a must. Scooping ice cream sounds like a fun summer job and we hope that you will find it to be just that, but it is also hard work. Standing on your feet for 5 hours, smiling at every single person who walks through the door and answering the very same questions over and over again ("What is in (insert ice cream name here)?") is demanding work. Your scooping arm will ache. You will get sticky. At the end of each shift your t- shirt will be covered in its share of ice cream stains and will need to be washed before you return for your next shift.
- Your responsibilities will include not only scooping ice cream but also washing lots and lots of dishes, sweeping and mopping floors, restocking supplies, carrying heavy buckets from freezer to freezer, wiping surfaces, emptying trash barrels, and jumping in to help whenever and however is needed in the day to day operations of the ice cream business. We are a team and we all do every job as needed.
- When you are hired, you will be given 1 Pine Cone Creamery t-shirt. It is expected that you wear it every time you work and that you start out each shift with it clean. You may purchase additional work t-shirts, at the same price we pay for the shirt (not retail), if you would like more than one.
- There is a dress code. Scoopers must wear a Pine Cone Creamery t-shirt. All clothing must be clean when you arrive for your shift. Jeans, pants or shorts are fine. No rips in your pants or shorts please. No flip-flops or sandals. Shorts must be an appropriate length. If you aren't sure if your shorts are an "appropriate" length, put them on and, as you bend over to pick up something off the floor, ask a grandparent "Are these shorts appropriate for work Grampy/Grammy?". The manager reserves the right to overrule your grandparents in the final determination of your shorts being an appropriate length.

- If you are having difficulties in our work environment, please share your concerns with a manager so that they may be addressed and we can work together to correct and improve the situation. Gossiping or complaining about work, either in the shop or outside of work in a public forum, is disrespectful and is grounds for dismissal from your position. We expect you to keep all conversations positive while at work. Energy is contagious, and when you stay positive despite the stress, it will help make your job more enjoyable, and the job of those around you who will be feeding off of your energy.
- A sense of humor is required. Please bring it with you each time you work a shift. Above all, we hire Crew members who are friendly and outgoing, who are willing to learn as well as follow direction and who take initiative and lead by example.

**I've read and understand these requirements and job responsibilities and will commit to them:**

X\_\_\_\_\_

**ONE FINAL QUESTION:** Working in an ice cream shop looks like fun from the outside, but it's a lot of hard work. Customers can be demanding. It gets hot. There's a lot of pressure to fill orders quickly and correctly. You have to work when other kids are out having fun. You have to enjoy working as part of a team. You have to be willing to pick up trash, clean utensils, bathrooms, floors, etc., and do it with a smile. Do you think you can handle it? Use the rest of this page to tell us why you think you will like it. (You don't have to write a long essay – just a few sentences to tell us why you feel you'll enjoy being part of our team – but we base a lot of our decision on how you answer this.)

Once you have completed this application, we prefer that you drop it off, in person, at the shop. We would like to meet you personally and set up an interview time. We do, however, understand that this might not be possible for those of you who are away at school. In such cases, we recommend that you mail or email us ([pineconecreamery@gmail.com](mailto:pineconecreamery@gmail.com)) your completed application and give us a call to let us know to watch for its arrival.