



Dear Applicant,

We are searching for great people! Our goal is to recruit the nicest, most generous, honest and authentic people we can find. If you have a good sense of humor, an outgoing personality, strong character, and don't mind staying in shape by moving fast making or selling great bread, goodies, and sandwiches, then you might be just the type of person we're looking for. Attached is the Application of Employment including details of the positions for which we may be hiring, depending on current needs. Note whatever positions you are interested in, and if we have a spot open we'll consider you!

We are happy you have expressed interest in working with us here at Great Harvest in Midlothian. We plan to begin our interview process in December/January for a February opening. Before you continue with the application process, there are a few important things you need to know.

Great Harvest Bread Co. is a special company. We are passionate about providing superior customer service and the promise of phenomenal tasting products made with freshly-milled whole grain and pure and simple ingredients. To learn more about us, check out [www.greatharvest.com](http://www.greatharvest.com) and our local website [www.RVABread.com](http://www.RVABread.com). A lot of teamwork and effort goes into each day. We are excited about what we do and the products that we sell. Moving fast, being efficient, and thinking on your feet are all requirements of the job. Customer service is our top priority! Everyone in the bakery is expected to serve customers. While we care a lot about what goes into our products and making sure that we maintain a high standard in everything that we produce, we care even more about our customer's experience at Great Harvest. We want it to be memorable.

Holidays are important at Great Harvest – especially Thanksgiving, Christmas and Easter. These are extremely busy times for us and this makes teamwork that much more important. Employees are expected to put forth their best effort and be flexible with their schedules. Therefore, you are expected and needed to work during these times. If you have obligations or vacations planned during the holidays, you need not apply. We are flexible with schedules during other parts of the year.

You may email or mail your applications to our address. After you have submitted your application we will review it and decide if we would like you to move to the next phase of our interview process. We will call or email you to set up an interview. If you are not hired at this time, Great Harvest will keep your application on file for future employment opportunities.

Thank you for applying for employment at Great Harvest Bread Co. in Midlothian and please make today a fun day!

Kim Burcham  
Great Harvest Bread Co.  
804-433-5047 [kburcham@greatharvest.com](mailto:kburcham@greatharvest.com)



**Great Harvest Bread Co. of Midlothian  
Application for Employment**

Kim Burcham, Owner  
Great Harvest Bread Co.  
13541 Midlothian Turnpike  
Midlothian, VA 23113

Phone: 804-433-5047  
[www.RVABread.com](http://www.RVABread.com)

<p><b>Our Mission Statement:</b></p> <ul style="list-style-type: none"> <li>• Be loose and have fun</li> <li>• Bake phenomenal bread</li> <li>• Run fast to help customers</li> <li>• Create strong, exciting bakeries</li> <li>• Give generously to others</li> </ul>	<p>The people who make up Great Harvest are the foundation upon which the ultimate success of our business rests. Above and beyond all else, working at Great Harvest means making a serious commitment to learning about great food and great service and helping create an exceptional workplace. If you think this is the spot you've been looking for, fill out this application! If we like what we see, we'll contact you for an interview.</p>
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**About You:**

Last Name	First Name	Middle Name	Nickname or Preferred Name
Other names you have used, if any?			
Street Address			
City	State	Zip	
Preferred Phone Number		Email	
Are you under 18? If yes, what is your DOB?  <input type="checkbox"/> Yes <input type="checkbox"/> No   Date of Birth: _____		Are you authorized to work in the United States?  <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony? <i>Checking yes does not automatically disqualify or keep you from consideration for employment</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on the back of this application.		Applying for which position?  <input type="checkbox"/> Sandwich <input type="checkbox"/> Bread or Goodies Production <input type="checkbox"/> Kneader <input type="checkbox"/> Baker <input type="checkbox"/> Customer Service <input type="checkbox"/> Barista/Customer Service	
Are you applying for? <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary			

### Education:

What is the highest grade of school/college you have completed?	<u>High School</u> <input type="checkbox"/> Graduate <input type="checkbox"/> 9 <input type="checkbox"/> 11 <input type="checkbox"/> 10	<u>College</u> <input type="checkbox"/> Graduate <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> 1 year
Current or most recent school :		

### Employment History (please give the three most recent):

Employer Name & Contact information:			
Number of Hours Worked per week:		May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of Employment:			Ask for:
Employer Name & Contact information:			
Number of Hours Worked per week:		May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of Employment:			Ask for:
Employer Name & Contact information:			
Number of Hours Worked per week:		May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of Employment:			Ask for:

### Availability:

We are busiest around the holidays. You **must** be available the week of, and before, Thanksgiving, Christmas and Easter.

Are you available during these times?       Yes       No

We have shifts that start early (3-4 AM) for some production roles and shifts that go into the evening. Which times are you available to work?

Early Morning       Mid-day       Afternoon/Evening       Any

On a weekly basis, how many hours would you prefer to work? \_\_\_\_\_

## Requirements of the Job:

Can You:

- Work Weekends?  Yes  No
- Occasionally lift 60 pounds?  Yes  No
- Regularly lift 10 pounds?  Yes  No
- Regularly bend down?  Yes  No
- Stand or walk for long periods of time?  Yes  No
- Move quickly?  Yes  No

Have You:

- Ever used a cash register/point of sale system?  Yes  No
- Ever interacted with the public/customers?  Yes  No
  - If yes, in what capacity? \_\_\_\_\_
- Worked at another Great Harvest Bread Company?
  - If yes, in what capacity? \_\_\_\_\_
- Ever worked in a bakery or other quick service restaurant?  Yes  No
  - If yes, where and in what capacity? \_\_\_\_\_
- Is there anything we could do to accommodate you so you could perform all of the required job duties? \_\_\_\_\_

## References:

Give us a couple of people who can vouch for how great you are. Don't put down your relatives – we assume they will have good things to say. Previous employers, teachers, co-workers, or former Presidents are great! Give us at least two. Three is even better.

Name:	Relationship:
Company (if applicable):	Phone:
Address:	E-mail:
Title:	
Name:	Relationship:
Company (if applicable):	Phone:
Address:	E-mail:
Title:	
Name:	Relationship:
Company (if applicable):	Phone:
Address:	E-mail:
Title:	

## The Hard Questions:

Why do you want to work at Great Harvest? If you were referred by someone else, whom?

What three things do you need to be successful in this job?

What are your personal interests, hobbies, or special skills? Are you particularly passionate about something?

What has been your greatest work-related success? What have you done in previous jobs that has made you the most proud?

The days at Great Harvest are long, stress filled, physically demanding, and hot. What have you done that makes you think you would thrive in this environment?

From everything you know about Great Harvest, tell us how you feel you'd make a contribution to our bakery?

## JOB DESCRIPTIONS:

What do you want to do at Great Harvest Bread Company? We have two main types of jobs:

PRODUCTION (they make our products) and CUSTOMER SERVICE (they sell them). Job experience in any one area, while helpful, is not required. More important to us at Great Harvest Midlothian is an enthusiasm for our products and an excitement to help our customers. It is important to realize that we function as a team, and although you may have one title, we prefer to cross-train employees so you can jump in and help wherever needed.

There are a few things that are expected of each and every employee:

- Greeting Customers
- Cleaning!
- Moving Fast!
- Positive Attitude
- Integrity

### PRODUCTION POSITIONS

- **Bread production** - Baking phenomenal bread is what our business is all about. Can you get up early (3:30 a.m.); do easy math calculations before dawn, follow directions, stay focused and work quickly and efficiently? Are you deadline and detail oriented? Bread making combines art and science, and you must be able to master both. Not for the faint-hearted, but oh-so-rewarding!
- **Goodies production** - Our goodies production people love to bake, and take pride in their scones, muffins, cinnamon rolls and cookies. Can you hit the ground running at 4:00 a.m.? Work quickly and efficiently, multi-task, clean up after yourself, and plan ahead? Then consider putting a smile on our customers' faces by baking our phenomenal goodies.
- **Bread kneader** - When dough hits the kneading table (approximately 7:00 a.m.), you go to work. You have to work quickly and efficiently. Kneading dough is an art, more than a science, and is critical to baking phenomenal bread. We'll teach you what you "knead" to know, but you have to show you are willing to learn and settle for nothing less than near perfection.
- **Baker (proofer/oven operator)** - It sounds simple: you wait until the bread rises, get it into the oven, and take it out when it's done. Ah, but when you're operating a 40-pan oven, juggling five or six types of breads, not so simple. Are you up for the challenge? This position may also involve kneading and production preparation. This position usually starts at 7:00 a.m.
- **Sandwich production** - Our menu will start with an impressive line of hot and cold sandwiches. You're the one who puts it all together. You'll slice fresh deli meats and cheeses, prepare fresh vegetables, and follow recipes to create delicious, made from scratch sauces and spreads. When the lunch crowd hits, you'll create fabulous sandwiches, made to order. You must be able to keep your cool under pressure, work quickly without sacrificing quality, and follow health department guidelines and procedures.

### CUSTOMER SERVICE POSITIONS

- **Front counter/Barista** - Our customers can buy bread, goodies, coffee, and sandwiches just about anywhere. What entices them into Great Harvest Bread Company (besides phenomenal products)? You! The folks behind our front counter set our store apart from all others. Can you put a smile on your face even when you don't feel like it? Can you keep your cool under pressure, accept criticism graciously, and create a WOW experience for every customer that walks into our store? Are you naturally friendly and helpful? And are you willing to jump in and help where needed? Product knowledge and the ability to educate and sell to our customers is important.

Thank you for your interest in Great Harvest Midlothian!

## Legal stuff and your signature:

I hereby certify that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Great Harvest Bread Co. any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Great Harvest Bread Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Great Harvest Bread Company.

Finally, I understand that a properly executed Confidentiality and Privacy Agreement must be signed by me as a condition of employment.

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Applicant

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Date



Name: \_\_\_\_\_

### The Harder Questions:

Math can be tough; math at 4:00 a.m...nearly impossible. But, we'd like to know your comfort level with numbers. Please answer all questions to the best of your ability. Incorrect answers will not automatically disqualify you from consideration of employment, and math wizardry is not required for all positions.

1. If a customer gives you \$20.00 for a \$7.35 item, how much change should they receive? \_\_\_\_\_
2.  $59 - 63 =$  \_\_\_\_\_
3.  $-3 \div 2 =$  \_\_\_\_\_
4. How many teaspoons are in a tablespoon? \_\_\_\_\_
5.  $(5 \text{ gallons, } 3 \text{ quarts}) + (4 \text{ gallons, } 2 \text{ quarts}) =$  \_\_\_\_\_ gallons, \_\_\_\_\_ quarts
6. Convert these numbers into fractions:  $0.75 =$  \_\_\_\_\_  $0.33 =$  \_\_\_\_\_  $1.25 =$  \_\_\_\_\_
7. Perform the indicated operations and reduce all answers to lowest terms:  
 $1/5 + 3/5 =$  \_\_\_\_\_  $2/6 + 1/6 =$  \_\_\_\_\_  $1/4 + 1/2 =$  \_\_\_\_\_  $5/8 - 3/8 =$  \_\_\_\_\_
8. How many pounds is 12 oz. + 9 oz.? \_\_\_\_\_
9. Expressed as a fraction, what is  $1/2$  of  $1/3$  cup? \_\_\_\_\_
10.  $1/4$  cup = \_\_\_\_\_ tablespoons.
11.  $3/4$  of 8 = \_\_\_\_\_
12. A recipe calls for 8 gallons of water. If you were to scale-up the recipe by 1.5, how much water would you need?  
\_\_\_\_\_