



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 your interview.

Name: _____ Date of Application: _____

Referred by: _____

Address: _____

Phone: _____ Is this your personal cell phone? _____

Email: _____ Do you check it daily/regularly? _____

School and 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? _____

If you are under 18, do your parents know that you are applying for this job? _____

Are they comfortable with you working during the school year? _____

How will you get to work? _____

If you will rely on an adult for a ride to work, do they know that they will be your mode of transportation? _____

What date would you be able to start working? _____

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

As a general rule, Harbor 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 or 5 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)

Are you able to work until 10:00pm on Friday and Saturday summer nights? _____

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

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 Harbor Creamery?

1. _____
2. _____
3. _____

What is your favorite thing to do when you hang out with your friends? _____

What is your favorite thing to do when you hang out with your family? _____

What is your most frequently used emoji when texting? _____

If you could spend 1 hour with any person living or dead, who would it be? _____

Favorite ice cream flavor? _____ Cup or Cone? _____

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. We do our best to respect your time but this is New England and on occasion the weather might force us to close early and cancel your shift.
- 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 notify the manager of the schedule change. Failure to show up for your shift, without an appropriate reason, is grounds for immediate dismissal from your position on our Crew.
- 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 Rip Tide?”) 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 up and down a flight of stairs, washing tables, 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 Harbor Creamery Crew 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 Harbor 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 on the Harbor Creamery Crew.
- 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 _____

** 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 us your completed application and give us a call to let us know to watch for its arrival.

** A little hint about applying for a job with us – Please do not send your application in with a parent or a friend. You are the one applying for the job; we appreciate people who take responsibility for their own part in the hiring process. (on the other hand, if your parents want to apply for a job, we'd love to have them bring in their own application!)

Thanks for applying, we are looking forward to meeting you!

Date: _____ Interviewed by: _____ Hired: _____