

Today's Date _____

Havens Down Home Creamery Application for Employment

Name _____ Age _____ Birthdate _____

Address _____ Phone# (home) _____

City _____ Zip Code _____ Phone# (cell) _____

Are you presently attending school? YES NO Email _____

High School _____ Grade _____

College _____ Year _____

Favorite Subject in school _____ Grade point (last one) _____

Extracurricular Activities/Offices held _____

-Are you available to work during the summer? YES NO

How many hours a week would you like to work during the summer? _____

-What activities would keep you from working at specific times during the summer? (circle all that apply)

Family Vacation Sports Camps Fair Performances Mission Trip

Another Job Other _____ Other _____

-Specific summer dates you already know you couldn't work: _____

- Are you available to work during the school year? YES NO

Weekdays YES NO Weekends YES NO

*You will be required to work at least 2 shifts per week during the week, during the school year.

Ex: Wednesday from 3-6 and Sunday from 1-4, typically two 3-hour shifts)

-What activities would keep you from working at specific times during the school year? (other jobs, sports, music, clubs, etc...)

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-High school seniors: are you going to be in Lucedale and available to work in the fall? YES NO

-List any past jobs you have had, people you have worked for (up to 3):
(Name and address or phone number)

-List three references that you know well (other than relatives. One must be a teacher or other school personnel if you are a student):

Name, Phone number & Email address

How you know them

_____	_____
_____	_____
_____	_____

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; you have to work when your friends are out having fun; and you have to be willing to pick up trash, clean (bathrooms, floors, tables and dishes). Do you think you can handle it? Use the following lines to tell us why you think you would like working at Havens Creamery.

I have read and understood everything on this application as well as the employee expectations page. I agree to follow the guidelines according to the employee expectations, and I hereby state that the above information is correct to the best of my knowledge.

Name

Date

Please return application to owner of Havens Creamery at 121 Havens Dairy Rd, Lucedale, MS 39452.

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Employee Expectations for Havens Creamery

Please take the following expectations into consideration while applying for a job at Havens Creamery.

Havens Creamery is a fun place to work, *but it is **work**!!!!!!!* We have high expectations for all Havens' employees. The following must *all* continually be met by each employee in order to have a successful business. Please *evaluate yourself* in *all* of these areas. If you believe you are able to meet Havens expectations, please fill out the attached application and return it to Havens Creamery.

Communication– *enjoys* communicating with others, shows confidence, able to show assertiveness when necessary, able to use a friendly voice with peers and customers, able to use a loud voice when calling out a finished order

Customer Service – *enjoys* serving and helping others, enjoys talking to others, friendly, can greet customers promptly and cheerfully, able to chat(when time), joke, etc. with customers, able to have “fun” with little kids, can *cheerfully* accommodate customers with special requests, complaints, etc.

Efficiency – able to walk and move quickly as customer volume increases, shows a *hustle*, able to quickly return to the cashier area to wait for an order, able to finish tasks in a timely manner

Follows Instructions - able to listen and follow simple instructions, written or verbal

Memory – able to remember flavor names, identify each ice cream & its ingredients, how to make specific items, specialty sundaes, ice cream cakes, able to remember the order given, locates supplies as needed

Smile – joyfully greet customers, use eye contact, genuine, have a positive attitude

Scooping strength – able to make a small (5 oz.) scoop in one continuous rolling motion.
(96% of the ice cream served – the scooped ice cream)

Team Player -*enjoys* working with others, enjoys helping others, can accept help from other employees, chat with and enjoy fellow employees

Work ethic – dependable, arrive to work on time, know your schedule, be self-motivated; able to keep constructively busy when there is “down time”, able to do more than one thing at a time, able to work effectively where needed (back room, scooping, cleaning), take pride in being a Havens employee

Dress code – *required* to wear Havens Creamery t-shirts with knee-length shorts, capris or pants (NO sleeveless shirts or tanks, no shorts above the knee and no leggings)

***Time Off: time off is limited during summer holiday weeks/weekends and festival weeks/weekends. Nights and weekends are our busiest times. Please consider this when applying at Havens Creamery.

Preston and Kristen Havens
Owners

*Havens Creamery interview/hiring process may include a group interview or an individual interview with owners and/or managers.