



*Dear Applicant,*

*We are on the lookout for great people. If you have a good sense of humor, an outgoing personality, and don't mind staying in shape by busting your tail making or selling great bread, then you might be just the type of person we're looking for. Attached is the Application of Employment.*

*We are happy you have expressed interest in working with us here at Great Harvest in Rapid City. 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. A lot of teamwork and effort goes into each day. We are excited about what we do and the products that we sell. Customer service is our top priority! Everyone in the bakery is expected to be attentive to and 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 especially important at Great Harvest. 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 this time. Requested time off will be severely restricted around holidays, especially Thanksgiving and Christmas. We are flexible with schedules and vacations during other parts of the year.*

*You may either scan in your completed application and email to the address below, mail (to the mailing address on the application), or drop off your completed application at the store. 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 you to set up an interview. If you are not hired at this time, Great Harvest will keep your application on file for three months.*

*Again, thank you for applying for employment at Great Harvest Bread Co. in Rapid City. Enjoy the rest of your day!*

*Marsha & Rob Hengen, Owners*

*Great Harvest Bread Co.*

*605-791-5623*

*rapidcitysd@greatharvest.com*

## **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 Rapid City is an enthusiasm for bread and an excitement to help our customers.

### **PRODUCTION POSITIONS**

- **Bread production (sponge & dough)** - Baking phenomenal bread is what our business is all about. Can you get up early (4:00 AM); 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!
- **Sweets production** - Our sweets production people love to bake, and take pride in the scones, muffins, cinnamon rolls and cookies. Can you hit the ground running at 4:00 AM? Work quickly and efficiently? Clean up after yourself, and plan ahead? Then consider putting a smile on our customers' faces by baking our phenomenal sweets.
- **Bread kneader** - When dough hits the kneading table (approximately 8:00 AM), 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 30 pan oven, juggling five or six types of breads, not so simple. Are you up for the challenge? This position usually starts at 7:00 AM.

### **CUSTOMER SERVICE POSITIONS**

- **Sandwich production** - Our menu will start with cold sandwiches, and expand quickly to include breakfast and grilled sandwiches within the first year. 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 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. You'll take pride in your works of art, guaranteed!
- **Front counter** - Our customers can buy bread 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? Let's talk!

*Thanks for your interest in Great Harvest Rapid City!*



# Great Harvest Bread Co. of Rapid City

## Application of Employment

Roma, Inc.  
Rob & Marsha Hengen

Store Address:  
721 Omaha Street  
Rapid City, SD 57701

Phone: 605-791-5623  
Email: rapidcitysd@greatharvest.com

Today's Date: \_\_\_\_\_ How did you hear about Great Harvest? \_\_\_\_\_

### Our Mission Statement:

- Be loose and have fun
- Bake phenomenal bread
- Run fast to help customers
- Create strong, exciting bakeries
- Give generously to others

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 to helping create an exceptional workplace. If you think this is the spot you've been looking for, fill out this application COMPLETELY. If we like what we see, we'll contact you for an interview.

### ABOUT YOU

|   |  |            |            |  |  |   |  |
|---|--|------------|------------|--|--|---|--|
| Last Name   |  | First Name |            | Middle   |  | Nickname or Preferred Name  |  |
| Other names you have used, if any:  |  |            |            |  |  |   |  |
| Street Address  |  |            |            |  |  |   |  |
| City  |  |            |            | State  |  | ZIP   |  |
| Home Phone  |  |            | Cell Phone |  |  | Preferred?<br>Home <input type="checkbox"/> Cell <input type="checkbox"/> |  |
| Are you under 18? If yes, what is your date of birth?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> D.O.B. _____  |  |            |            | Are you legally authorized to work in the United States?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                         |  |   |  |
| Have you ever been convicted of a criminal offense?<br><small>Checking "yes" does not automatically disqualify or keep you from consideration for employment.</small><br>Yes <input type="checkbox"/> No <input type="checkbox"/> |  |            |            | Applying for which position?<br>Baker <input type="checkbox"/> Production <input type="checkbox"/> Customer Service <input type="checkbox"/> |  |   |  |
| If yes, provide details.  |  |            |            | What is the hourly rate of pay desired?  |  |   |  |
| Are you applying for<br>Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/>                                 |  |            |            |  |  |   |  |

**EDUCATION**

|   |  |                             |  |                                  |
|---|--|-----------------------------|--|----------------------------------|
| What is the highest grade of school/college you have completed? | <u>High School</u>                       |                             | <u>College</u>                           |                                  |
|   | All of 'em (12) <input type="checkbox"/> | 11 <input type="checkbox"/> | Graduate Degree <input type="checkbox"/> |                                  |
|   | 10 <input type="checkbox"/>              | 9 <input type="checkbox"/>  | 4 years <input type="checkbox"/>         | 3 years <input type="checkbox"/> |
|   | Less than 9 <input type="checkbox"/>     |                             | 2 years <input type="checkbox"/>         | 1 year <input type="checkbox"/>  |
| Current or most recent school:                                  |  |                             |  |                                  |

**EXPERIENCE - PLEASE LIST YOU THREE MOST RECENT JOB EXPERIENCES**

|                                 |  |  |  |
|---------------------------------|--|--|--|
| Employer Name                   |  |  |  |
| Number of hours worked per week |  | Why did you leave or why do you want to leave? |  |
| Dates of Employment:            |  | May we contact this employer?                  |  |
|                                 |  | Yes <input type="checkbox"/> ask for _____     |  |
|                                 |  | No <input type="checkbox"/>                    |  |
| Employer Name                   |  |  |  |
| Number of hours worked per week |  | Why did you leave or why do you want to leave? |  |
| Dates of Employment:            |  | May we contact this employer?                  |  |
|                                 |  | Yes <input type="checkbox"/> ask for _____     |  |
|                                 |  | No <input type="checkbox"/>                    |  |
| Employer Name                   |  |  |  |
| Number of hours worked per week |  | Why did you leave or why do you want to leave? |  |
| Dates of Employment:            |  | May we contact this employer?                  |  |
|                                 |  | Yes <input type="checkbox"/> ask for _____     |  |
|                                 |  | No <input type="checkbox"/>                    |  |

**RELEVANT EXPERIENCE - (if applying for a baking position and your baking experience is not job related, please explain your baking background)**

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**AVAILABILITY**

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

Are you available during these times?    Yes     No

We have shifts that start early (4 AM) for some production roles and shifts that go into the evening (6 - 7 PM). What days and hours are you available (don't say you are available at 4 AM unless you really are willing to work then!).

|       | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| Start |        |        |         |           |          |        |          |
| End   |        |        |         |           |          |        |          |

What is the minimum number of hours per week that you need? \_\_\_\_\_

What is the maximum number of hours per week that you want to work? \_\_\_\_\_

**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:                 | Email:        |
| Title:                   |               |
| Name:                    | Relationship: |
| Company (if applicable): | Phone:        |
| Address:                 | Email:        |
| Title:                   |               |
| Name:                    | Relationship: |
| Company (if applicable): | Phone:        |
| Address:                 | Email:        |
| Title:                   |               |

**THE HARD QUESTIONS**

What is your favorite bread? Why?

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

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Part of our mission is to Be Loose and Have Fun. What does that mean to you? How do you have fun?

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Another part of our mission is to Give Generously to Others. How have you helped others?

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Great Harvest Bread Co. is a service-oriented business. What does great service mean to you? Tell us about a time when you think you had great service?

Sometimes the days at Great Harvest are long, stress filled and hot. What have you done that makes you think you would do well in this environment?

**MORE STUFF ABOUT YOU**

Can you:

- Work Weekends Yes  No
- Occasionally lift 60 pounds? Yes  No
- Regularly lift 10 pounds? Yes  No
- See well? Yes  No
- Hear well? Yes  No
- Stand or walk for long periods of time? Yes  No

Have you:

- Ever used a cash register? Yes  No
- Ever interacted with the public/customers? Yes  No
- Ever worked at another Great Harvest Bread Co. Yes  No

If yes, which one? \_\_\_\_\_

- Ever worked in a bakery? Yes  No
- Is there anything we could do to accommodate you so you could perform all of the required job duties?

\_\_\_\_\_

**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.*

\_\_\_\_\_  
Applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

