



Application for Employment

To: Applicant

Thank you for your interest in employment with Love's Bakery, Inc. We receive applications from many more people than we can interview. Therefore, please make sure you submit a completed application. Incomplete applications will not be considered.

You may attach additional information you feel may be helpful in explaining your work experience and qualifications, such as resumes, letters of recommendation, etc. If you attach a resume, please make sure you provide all information on the application form that is **not** included on your resume, such as salary expectations, reasons for leaving and whether we may contact employer, etc.

If you are selected for an interview, you will be contacted by telephone. Therefore, please be sure you provide correct telephone number(s). There is no need for you to call us to check on the status of your application. We will contact you if you are selected for an interview.

We appreciate your cooperation with the above guidelines and thank you again for your interest in Love's Bakery, Inc.

Love's Bakery, Inc.

"Baked Fresh in Hawai'i since 1851"

911 Middle Street • Honolulu, Hawai'i 96819

(808) 841-2088 phone • (808) 847-7952 fax

Driver History Record

If you are applying for a driving position or a position that requires you to drive your own vehicle or a company vehicle for work, you will be asked to provide a current Driver History Record upon receiving a conditional offer of employment. You can obtain a Driver History Record by visiting one of the district courts or by mail with the District Courts for a small fee. Any misrepresentation of a Driver History Record, including during any interview, may be grounds for rescinding a job offer or may be grounds for termination.

Substance Abuse Testing

Pre-employment drug tests are administered to all candidates before hiring. Any misrepresentation, omission of facts, tampering with testing procedures or not authorizing release of test results will be sufficient cause for rejecting a candidate or terminating an employee.

Employment Eligibility Verification

Per Federal law, you will be asked to provide proof that you are legally permitted to work in the United States. If you are hired, you must provide the proper form(s) of identification as documented on Form I-9, such as birth certificate, Social Security card, etc.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, sex, including gender identity or expression, pregnancy, sexual orientation, age, religion, color, national origin, ancestry, disability, marital status, veteran/military status, genetic information, arrest and court record, domestic or sexual violence victim status, or any other protected classification under federal or state law.

PLEASE PRINT

Position(s)/Location(s) Applied For:

OAHU

- ☐ Production Helper (Production Department)
- ☐ Loaders/Coders (Shipping/Receiving/Warehouse)
- ☐ Sanitor (Sanitation)
- ☐ Industrial Maintenance Mechanic (Engineering)
- ☐ Delivery/Merchandising (Sales)
- ☐ Clerks, Accounting & E D P (Clerical)
- ☐ Retail Sales Clerk (Thrift Store)

HILO, KONA, MAUI & KAUAI

- ☐ Delivery/Merchandising (Sales)
- ☐ Retail Sales Clerk (Thrift Store)

Date of Application: _____

How Did You Learn About Us?

- ☐ Advertisement
- ☐ Employment Agency
- ☐ Friend
- ☐ Relative
- ☐ Walk-In
- ☐ Other _____

Last Name

First Name

Middle Name

Address

Street

City

State

ZIP Code

Telephone Number(s), including Cellular if available

If you are under 18 years of age, will you be able to submit the required Proof of Age to obtain a child labor certificate?

☐ Yes ☐ No

Have you ever filed an application with us before?

☐ Yes ☐ No

Have you ever been employed with us before?

☐ Yes ☐ No

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *(Employment Eligibility Verification will be required upon employment.)*

☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you available to work overtime, any day, shift or hours assigned by your supervisor? ☐ Yes ☐ No

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Will you be able to submit a valid driver's license after receiving an offer of employment, if the job you are applying for requires one? ☐ Yes ☐ No

License Type: _____ Expiration Date (MM/DD/YYYY): _____

Education & Training

Name and Address	Course(s) of Study	Years Completed	Diploma(s) / Degree(s)
Elementary School			
High School			
Undergraduate College			
Graduate / Professional			
Other (Please Specify)			

Please indicate your proficiency in any foreign language(s) you speak, read and / or write related to the position you are applying for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities related to the position you are applying for: (attach pages if needed)

Employment Experience

Provide your employment experience for the last 10 years. Start with your present or last job.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Salary Expectations		
Job Title	Supervisor			
Reason for Leaving				

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Address				
Telephone Number(s)		Salary Expectations		
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List organizations you belong to and/or activities that you participate in, that are related to the position you are applying for and offices held, if any: *(You may exclude organizations or activities that reveal your protected class, e.g., sex, including gender identity or expression, pregnancy, sexual orientation, age, religion, color, national origin, ancestry, disability, marital status, veteran/military status, genetic information, arrest and court record, domestic or sexual violence victim status, etc.)*

Additional Information

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills: Check Skills / Equipment Operated

<input type="radio"/> 10-Key	<input type="radio"/> Fax	Production/Mobile Machinery (list)	Other (list)
<input type="radio"/> Desktop	<input type="radio"/> Calculator	<hr/>	Computer Softwares: <hr/>
<input type="radio"/> Typewriter	<input type="radio"/> Other <hr/>	<hr/>	<hr/>

State any additional information you feel may be helpful to us in considering your application:

Note to Applicants: *Do not answer the following question unless you have been provided with the job description of the position you are applying for.*

Are you able to perform the essential functions of the position you are applying for, with or without a reasonable accommodation? See the attached job description for "essential functions" of the position.

References:

1.

 ()
Name Daytime Telephone Number

Address

2.

 ()
Name Daytime Telephone Number

Address

3.

 ()
Name Daytime Telephone Number

Address

Applicant's Statement

PLEASE READ CAREFULLY BEFORE SIGNING

- A.** I certify that the information contained in my employment application documents is true and correct. I understand that any false or misleading statements or omissions whenever discovered, are grounds for disqualification from further consideration, withdrawal of a conditional offer, or for dismissal from employment.
- B.** I understand that unless otherwise explicitly stated in writing **MY EMPLOYMENT IS AT-WILL AND CAN BE TERMINATED AT ANY TIME AND FOR ANY REASON WITH OR WITHOUT ADVANCE NOTICE.**
- C.** I understand and agree that I may be required to submit to drug testing and a complete post-offer medical examination as part of my application for employment. I also understand and agree that I may be required to submit to a complete medical examination during my employment with the Company, provided that such examination is job-related and consistent with business necessity. The cost of such examination will be paid by the Company. I authorize the physician conducting the examination and any laboratory testing any specimen obtained by the physician or collection site to disclose the results of the examination and the laboratory test to the Company in accordance with state and/or federal laws. The Company will keep such results confidential and disclose the results only to persons who need to know or where required by law. Also, I agree to fully cooperate and provide the Company with any additional consent(s) and/or release(s) as required by the Company to investigate my employment application.
- D.** I agree that the Company may inquire into and consider any criminal conviction record that I may have after it makes a conditional offer of employment. The Company may withdraw a conditional employment offer if I have a criminal conviction record which bears a rational relationship to the duties and responsibilities of the position for which I am applying. Any criminal conviction record that is more than ten (10) years old (excluding periods of incarceration) or that involves certain Family Court matters will not be considered. I further understand that if a period of incarceration was less than the sentence shown on my criminal conviction record, I will have the opportunity to provide the Company with documentary evidence of my early release.
- E.** I understand and agree that all of the foregoing terms and conditions will become part of my employment relationship with the Company if I am employed by the Company.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview? ☐ Yes ☐ No

Remarks

Employed? ☐ Yes ☐ No

Interviewer

Date

Date of Employment

By Name & Title

Date

Job Title

Hourly Rate / Salary

Department