Dear Applicant,

Welcome to **Good Thymes**. Prior to completing the application for employment, please understand that we are serious about maintaining a productive work environment for our staff as well as continuing to meet the highest levels of quality, service and attention for our guests.

We want you to understand that we also believe in applying these values to everyday life, some of which are:

- Quality Service Cleanliness
- Do business in a professional and orderly manner.
- Honesty and integrity, take pride in yourself and everything that you do.
- We believe that only a happy and professional staff can give the level of personal service we demand.
- We believe in the ongoing training and development of our staff and see it as a worthy investment in the future of our company.
- We strongly believe in providing legendary service- the unique and powerful sort of personal care and attention that our guests tell stories about.
- We believe that everyone is capable of being an A+ team player.
The Good Thymes Philosophy

Because the customer has need,
We have an opportunity.

Because the customer has choice,
We must be superior.

Because the customer has urgency,
We must act promptly.

Because the customer has expectations,
We must exceed them.

Because the customer has memory,
We must be legendary.

Because of the customer, we exist!
Team Member Information

Work week: Our work week begins on Monday and ends on Sunday. All employees are required to work at least one weekend shift. Friday is not counted as a weekend. Schedules will be posted every Tuesday for the following week. All schedule changes for the dining room staff must be approved by Tanya. Jim will approve kitchen staff schedule changes.

Time Off: Requests for time off must be put in at least one week prior to the schedule’s completion. Dining room staff is responsible for finding a replacement. Do not switch shifts without permission from a manager.

Pay Day: Paychecks will be distributed every Thursday after 2 p.m. if you are at the restaurant. If you do not work on Thursdays, you may get your check the next time you come to work, unless you call ahead and ask a manager to have it ready for you.

Dress Code: Waitresses and Hostesses
- Black shirt (provided by us) clean and neatly ironed.
- Black dress pants (no designs, no jeans no yoga pants!)
- Black apron (CLEAN)
- Black dress shoes (no sneakers) Black socks (comfortable, no high heels)
- All hair pulled back neatly, no loose pieces or bangs in the face. You may use a headband/ bobby pins to hold back any hair that might be in your face to avoid touching your hair in the dining room.
- Limited jewelry 1 ring on each hand, 1 bracelet or watch
- 2 small studs or small hoops on the earlobe. No facial piercings at all! One small simple necklace (pearls, everyday chain) no large pendants!
- Nails must be neutral in color (French manicure or natural is best) no longer than ¼ in. artificial nails are ok as long as they are kept short, neat & French with no designs or color.
- Tank tops (black or white only) may be worn tucked in under your uniform, not pulled down longer than your shirt.

Kitchen Attire
- Kitchen shirt (provided)
- Black pants/belt
- Apron (provided)
- Black shoes/socks
- White hat (provided)
- No jewelry (except wedding band)
- Clean shaven
- Nails must be clean and trim, no longer than ¼ in.

Smoking: This is a NON-SMOKING restaurant. There is no smoking allowed on the premises at all.
Meals and Breaks: You are allowed 1 discounted meal per shift. You may eat at the end of your shift (dining room staff) unless you are working a double in which case you will eat between 1&2pm when it is not too busy. You may help yourself to a drink, but there is no designated area to keep a beverage. Drink as you go. Do not bring a drink from home and expect to keep it hidden somewhere. Kitchen Staff: You will be given a 30 minute break (unpaid) either before or during your shift after 5 hours of work.

Sexual Harassment:
It is the goal of Good Thymes
To promote a workplace that is free of harassment of any kind, especially sexual harassment. Any harassment of employees occurring in the workplace or in other settings in which employees find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Good Thymes takes allegations of sexual harassment seriously and will respond promptly to complaints of such conduct and impose corrective action as it is necessary, including disciplinary action where appropriate.

By signing this you agree to abide by all rules explained in this packet.

___________________________________
Applicant signature

___________
Date
Good Thymes Family Restaurant
Team Member Requirements

1. Do you have dependable transportation to and from work? □ Yes □ No

2. Are you a smoker? □ Yes □ No
   If so, can you go without smoking for 8 hours? □ Yes □ No

3. Can you count money? □ Yes □ No
   Can you count change back? □ Yes □ No

4. Is there any reason you could not perform all the physical requirements of the job. If you answer yes please explain why.
   - Lifting and carrying 35lbs. □ Yes □ No
   - Being on your feet for 8 hours □ Yes □ No

5. Our requirements are a minimum of 3 shifts: 2 weekday shifts and 1 mandatory weekend shift.
   Please list your availability information.

6. Why would you be a good choice for this position?

APPLICANTS SIGNATURE ____________________________

DATE ____________________________
Position Applied For: ___________________________ Date: ________________

How Did You Find Out About Us?

Why Are You Seeking Employment At This Time?

________________________________________________________

Applicant Information:

First Name: ___________________ Middle: ________________ Last: ___________________________

Street Address: ___________________ Social Security Number ____________
City/State/Zip: ___________________ Telephone (___) __________

Age If Under 21: ___________ Birth Date If Under 21: __________________________

If Hired, Please Explain Your Reliable Means Of Transportation To Get To Work: __________

Have You Been Convicted Of A Crime? (MA Applicants Need Not Include Misdemeanor Convictions) ___ If Yes State The Nature Of The Offense And Disposition Of The Case Including Dates. (Note: The Existence Of A Criminal Record Does Not Constitute As An Automatic Bar To Employment.)

Are You A Veteran? ___
If Yes Please Give Dates Of Service: From _______ To: __________
List Any Special Skills Or Training ____________________________________________

Employment Information:

Are You Seeking Full Or Part Time Employment? (Note: We Do Not Hire Seasonal Or Temporary Help.)

Work Schedule Availability: List Hours You Are Available To Work

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Are You Willing To Stay Late In An Emergency? Yes ☐ No ☐
Are You Willing To Work Holidays/ Weekends? Yes ☐ No ☐
How Many Hours A Week To You Expect To Work? _____ Expected Weekly Earnings: ______

Are You Currently Employed? ☐ If Hired, Date Available For Employment? ________________

Have You Ever Worked For This Organization Before? ☐ If Yes, Name Used: ________________

List Any Friends Or Family Members Employed By This Company: __________________________

Have You Ever Been Discharged Or Asked To Resign From Any Position? ☐ If Yes, Please Describe: __________________________

Education (circle highest level achieved)

Elementary: 1 2 3 4 5 6 7 8 High School 9 10 11 12 G.E.D. College: 1 2 3 4 5
Name of Current School: ________________________________
Location of Schools: ___________________________________________
Degree & Major: ________________________________

Work History (please begin with most recent)

1. Company ________________________________ Phone No. ________________________________
   Address ________________________________ City/State/Zip ________________________________
   Dates of Employment: From ___________ To: ___________ Salary: ________________________________
   Job Title ________________________________ Name Of Supervisor: ________________________________
   Job Description ________________________________
   Reason For Leaving ________________________________

2. Company ________________________________ Phone No. ________________________________
   Address ________________________________ City/State/Zip ________________________________
   Dates of Employment: From ___________ To: ___________ Salary: ________________________________
   Job Title ________________________________ Name Of Supervisor: ________________________________
   Job Description ________________________________
   Reason For Leaving ________________________________

3. Company ________________________________ Phone No. ________________________________
   Address ________________________________ City/State/Zip ________________________________
   Dates of Employment: From ___________ To: ___________ Salary: ________________________________
   Job Title ________________________________ Name Of Supervisor: ________________________________
   Job Description ________________________________
   Reason For Leaving ________________________________

For references purposes: Have you worked for any of these organizations or attended school under a different name? ________________________________
If yes, give name and organizations ________________________________
May we contact the employers listed above? ______ If not, list the employers you do not wish us to contact and why: ________________________________
Please List 3 Professional References:

Name:  
Company:  
Position:  
Address:  
Phone Number: ( ) -  

Name:  
Company:  
Position:  
Address:  
Phone Number: ( ) -  

Name:  
Company:  
Position:  
Address:  
Phone Number: ( ) -  

Authorizations & At-Will Employment Agreement

(Please read carefully and sign below)

I certify that I have personally completed this application form. I declare that the information provided in this application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and I do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company’s President is authorized to change the employment-at-will status and such a change can only be done in writing. I have read, understand, and agree to the above.

Signature:  
Date:  

Name (please print):  