



APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, religion, age, national origin, handicap or marital status, except where a reasonable bona fide occupational qualification exists.

How to use on-line application:

- 1 - Download this PDF
- 2 - Fill out form
- 3 - Hit the Submit button on the 3rd page

Date of Application

This application will be considered active for 30 days, for consideration after 30 days you must reapply.

Personal Information

Last Name, First Name, Middle Initial				Social Security Number							
Home Address and City				State	Zip	Home Phone					
Position applying for:		Date available:		Availability							
				Day	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Are you over 18 years of age? Yes No		If not, date of birth		From							
Schedule Preference: Full Time Part Time		Salary Expectations:		To							
Have you ever been employed by Lee's Famous Recipe?				If so, which location?							
How were you referred to Lee's Famous Recipe?											

Education

Schooling	Name and Location of School	Degree/Area of Study	Number of Years Attended	Degree or Diploma Received?
High School				
Business Trade/ Other				
College				

Legal

Are you a U.S. Citizen or do you have a legal right and necessary documents to work in the U.S.?

(identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986)

Were you ever discharged by a company? If yes, give name of company (ies) and reason for discharge:

Employment

Start with your present or most recent employer

Employer Name	Street Address	City	State	Phone Number
Supervisor Name & Title	Employed Dates		Position Held	
May we contact?	Reason for leaving		Weekly Pay	

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References

Business reference (please indicate if you were employed under a different name)

Name	Business	Title	Work Phone	Years Known

Please read carefully

The facts set forth in this application are true and complete. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in dismissal. I understand, also, that I am required to abide by all rules and regulations of Lee's Famous Recipe.

I understand that, with my authorization, an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record and/or criminal history.

I understand and agree that if hired, my employment will be "at will". That is, either I or Lee's Famous Recipe may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by Lee's Famous Recipe does not imply employment and that this application and/or employee handbook, manuals, personnel policies and procedures are not employment contracts and do not change my status as an "at will" employee.

Signature: _____ Date: _____

COMPANY PERSONNEL USE ONLY

Date:	First interview by:
Date:	Second interview by:
Date:	Third interview by:
Reference check completed on:	Job offer made:
Position:	Salary:
Shirt size:	Starting location
Starting date:	

ESSENTIAL JOB FUNCTIONS AND MOTIONS

PLEASE READ THIS INFORMATION CAREFULLY

Famous Foods of Muskegon employees are required to be able to work several positions. Each position requires different essential job functions to be completed. The positions you must be able to perform to standard are: fryer operation, register operation, salad prep, pack-line, biscuit making, line coordinator and front line opening. Performing these positions to standard entails to open the front line on time and provide quality product to our guests, while meeting our 15 and 30 second service times.

Please take a moment to read the following list of essential job functions:

- Must be able to see sufficiently to maintain safety and determine product quality, service and cleanliness.
- Must have mobility to get across the line to a position.
- Must be able to stand on your feet 100% of scheduled work day.
- Must be able to count money.
- Must be able to withstand 90°+ heat in the summer and below freezing in the winter.
- Must be able to work with 350° shortening, up to 480° grill surface and 375° oven temperature.
- Must be able to follow directions and communicate with the crew and management team.
- Vertical extension of one or both arms up to 100%.
- Horizontal extension of one or both arms up to 100%.
- Bending of one or both arms up to 100%.
- Gripping and holding with one or both hands up to 100%.
- Bending of the back up to 180° from vertical.
- Twisting of the back up to 90° left and right.
- Lifting up to 75 pounds.
- Pushing and pulling up to 75 pounds.
- Clean work area with chemicals
- Read prep sheets and recipes
- Work with hands in flour mixture
- Work evenings, weekend and holidays

Additionally, managers must also be able to perform the following functions:

- Must be able to perform open and closing duties in case of crew absence.
- Must be able to work 10+ hours with minimal interruptions.
- Must be able to open and close a combination safe.
- Must have good hearing.
- Must be able to be alone in the restaurant and in control of the shift. Provide proper adult supervision.

After having read the above list, please feel free to discuss any concerns or possible accommodations you may need with your interviewer. In accordance with the ADA, certain provisions may be made. Our intent is to provide you with a safe and fulfilling work experience, and your help is greatly appreciated.

CANDIDATE: Please check the appropriate statement:

I have read the above list of functions and motions, and am able to satisfy each of them.

I have read the above list and have checked those functions and/or motions that I may have difficulty performing.

Signature: _____

Date: _____

To be completed by candidates applying for management positions only

**Consumer Credit Reporting Reform Act of 1996
Authorization & Disclosure
Consumer Report Only**

Consumer Notification

This notice is to inform you that a consumer report* is being obtained from a consumer reporting agency for the purpose of evaluating you for employment. This service requires the applicant's birth date and social security number to complete the criminal history check.

Consumer Authorization

I hereby authorize and request any present or former employer, school, policy department, financial institution or other persons having personal knowledge about me to furnish bearer with any and all information in their possession regarding me in connection with an application for employment. I am willing that a photocopy of this authorization be accepted with the same present or former employer who may provide information based upon this authorized request. I understand this authorization is to be part of the written employment application that I sign.

I release Famous Foods of Muskegon/Lee's Famous Recipe, their selected background investigation agent, and their respective employees and agents, and all persons, agencies and entities providing information or reports about me, from any and all liabilities arising out of the collection or dissemination, negligently or otherwise, of any such information and reports.

I agree to provide Famous Foods of Muskegon/Lee's Famous Recipe with my birth date and acknowledge that it will be used only for the purpose as stated above. Lee's Famous Recipe will not use this information for any other purpose. Among other policies in place, Lee's Famous Recipe does not discriminate against any applicant on the basis of age.

By signing below, I agree to provide my birth date for the above stated purpose. I also acknowledge that this document is not a contract or guarantee of employment with Famous Foods of Muskegon, aka as Lee's Famous Recipe.

Printed Name: _____

Signature: _____

Date: _____

Social Security Number: _____

Birth Date: _____

*A credit report or criminal background check is considered a consumer report.