



## **THANK YOU FOR APPLYING TO BE A MEMBER OF THE 2018 PARLEE FARMS TEAM!**

At Parlee Farms, providing great customer service is a top priority. We also strive to have our Team Members enjoy being at the farm as much as our customers do.

***For the 2018 Season, we will be hiring Retail and Bakery Team Members.***

Who makes a great Parlee Farms Team Member? Someone who...

- ...is **ENERGETIC** and has a great work ethic.
- ...loves meeting new people.
- ...is friendly and outgoing.
- ...takes initiative.
- ...takes pride in everything they do.
- ...has a neat appearance.
- ...is punctual.
- ...works well with our customers and other team members.
- ...and who wants to make sure every visitor has a great experience!

The responsibilities of our **Retail Team Members** are to provide great customer service in the Farmstand and in pick your own fields, be competent handling money, set up and maintain great displays, keep the public areas clean, and work as part of a team. The Ice Cream staff is chosen from the Retail Team Members.

Many of our customers believe that a great trip to the farm is not complete without a tasty treat! The **Bakery Team Members** create our very popular donuts, fruit crisps, tea breads, scones, and many other delicious treats to the delight of our customers.

If this sounds like something you would like to do and you love working with people, please apply! To be considered, an applicant must:

- Be at least 16 years old (18 years old for bakery position)
- Be able to commit to working in September and October for at least 16 hours a week, including weekends.
- Both positions require long periods of standing and/or walking.

Please mail the completed application to:

**Parlee Farms 95 Farwell Road, Tyngsboro MA 01879.**

### **Our Process**

We consider all applicants for all positions equally without regard to race, color, religion, creed, gender, national origin, disability, veteran status, marital status, sexual orientation, or any other legally protected status. The application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action will be taken on this application until all questions have been answered.

You will be contacted by email if we would like to conduct an interview.

May 2018



*...we just keep growing!*

Tyngsboro, MA • 978-649-3854

www.parleefarms.com

### APPLICATION FOR EMPLOYMENT

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#### PERSONAL INFORMATION - *must be at least 16 yrs old & able to work at least 16 hrs/wk in the fall*

Last Name:		First Name:	MI:
Street Address:			
City:		State:	Zip:
Contact Phone:		Email ( <i>required</i> ):	
Position Applying For:	Retail June-Oct	Bakery June-Oct	Retail Sept-Oct Only
Are you a Citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>		If no, are you authorized to work in the US?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain:			
Are you 18 years old or older? YES <input type="checkbox"/> NO <input type="checkbox"/>		If no, list date of birth:	

**AVAILABILITY:** List the days and hours that you would be able to work at Parlee Farms  
**Parlee Farms is open Tuesday through Sunday with the following hours:**  
**June, July and August from 8am to 4:30pm / September and October from 10am to 5:30pm**

During June, July and August:
During September and October ( <b>must be available a minimum of 16 hrs/wk including weekends</b> ):

#### EDUCATION

If no longer in school, Name of Last School Graduated from:
If still a student, School Name and Grade in May 2018:
If still a student, School Name and Grade in Sept 2018:
If you are away at school in the fall, do you have a way to come home to work and if so, how:

#### ACTIVITIES ~ Including Sports and other Jobs

List any activities, including sports or jobs you participate in & the typical schedule:
During June, July and August:
During September and October:

#### PLEASE TELL US ...

...why you want to work at Parlee Farms.
...why you think you would be a good Parlee Farms Team Member (use other side if needed).



APPLICANT NAME: \_\_\_\_\_

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**FOR HIGH SCHOOL STUDENTS**

If you are in high school or just completed the 12th grade, please **attached a copy of your most recent REPORT CARD (not a Progress Report)**. We will be reviewing **Attendance Records and Teacher Comments**. We are looking for responsible team members who among other things, show up for work on time and work well with our customers and other employees. This information will help us make an informed decision.

**PREVIOUS EMPLOYMENT or MILITARY SERVICE**

Employer:	
Address:	
Phone:	Position Held:
Supervisor:	Email:
Dates of Employment:	Can we contact them? YES <input type="checkbox"/> NO <input type="checkbox"/>
Reason for Leaving:	

**REFERENCES - no family members**

Name:	
Email:	Phone:
Relationship to Applicant:	

**Names of Anyone You Know Who Works at Parlee Farms**

Name(s): \_\_\_\_\_

**DISCLAIMER and SIGNATURE**

I understand that if I am hired, my employment is considered 'at will', meaning that either Parlee Farms or I may terminate this employment relationship at any time with or without notice. I certify that the information contained in this application is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please attach any additional information that you believe would help us get to know you better.***

**For Parlee Farms Use Only:** Date Received: \_\_\_\_\_ Email Sent: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Comments: