



Jerrie's Dogs & More

1003 Essington Rd. Joliet, Il. 60435- (815)666-1196

WORK APPLICATION

IF YOU DO NOT COMPLETE ENTIRE APPLICATION, YOU WILL NOT BE CONSIDERED!

*We do not discriminate against any applicant because of race, color, religion, sex, age, national origin, or disability

Please Print

Today's Date _____

Position you are applying for and/or Positions you are willing to work: _____

Full Name: _____

Current **Mailing** Address (Street or PO) _____ City _____ State _____ Zip _____

Telephone number _____

Social Security Number _____ Email _____

Have you ever worked for Jerrie's Dogs & More Inc. in the past? Yes ___ No ___

REQUIRED- If yes, please give year(s) you worked _____ Position held _____

Times available to work:	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
From /	/	/	/	/	/	/	/
To /	/	/	/	/	/	/	/

Are there any days or hours you are unable or unwilling to work? _____

Please Specify _____

Are you a Citizen of the United States? ___ YES ___ NO

If not a Citizen, can you furnish proof of eligibility to work in the U.S.? ___ YES ___ NO

EDUCATION

Circle Highest Grade Completed: ELM 6 7 8 HIGH SCHOOL 9 10 11 12 COLLEGE 13 14 15 16

High School _____

City

State

College: (list all whether or not degree was obtained)

Name	Location	Major Field of Study	Degrees
_____	_____	_____	_____

Academic honors or special recognition _____

Other night school, correspondence, home study or courses _____

Fill out carefully. Begin with present or last job held and work back, regardless of the time worked. Use additional sheet if necessary. If you were sick, attending school, out of work, so state giving dates. **DO NOT SKIP ANY DATES. ACCOUNT FOR ALL TIMES. THIS INFORMATION WILL BE CLOSELY CHECKED.** We are running a business, not school a school yard. We want workers. All information must be included, even if you are attaching a resume.

1. Employer _____ Address _____

Telephone # _____ Job Title _____ Supervisor _____

Reason for leaving _____

Dates Employed: From _____ To _____

Worked performed _____

Hourly Rate/Salary: Starting _____ Final _____

2. Employer _____ Address _____

Telephone # _____ Job Title _____ Supervisor _____

Reason for leaving _____

Dates Employed: From _____ To _____

Worked performed _____

Hourly Rate/Salary: Starting _____ Final _____

3. Employer _____ Address _____

Telephone # _____ Job Title _____ Supervisor _____

Reason for leaving _____

Dates Employed: From _____ To _____

Worked performed _____

Hourly Rate/Salary: Starting _____ Final _____

4. Employer _____ Address _____

Telephone # _____ Job Title _____ Supervisor _____

Reason for leaving _____

Dates Employed: From _____ To _____

Worked performed _____

Hourly Rate/Salary: Starting _____ Final _____

SPECIAL SKILLS AND QUALIFICATIONS

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

SECURITY

In the past (five) 5 years have you been convicted of a felony? _____ Yes _____ No

If yes ,give details including date, location (city), nature of offense and disposition _____

Note: A conviction record will not necessarily be a bar to employment. Applicants with a sealed record on file can answer 'no record' to any inquires about criminal charges.

Have you ever taken any merchandise, money, or property from an employer? _____ Yes _____ No

If yes, give details _____

NOTE:

Read carefully before signing.

I certify that the statements and information furnished by me in this application are true and correct and I understand that falsification of such statements and information is grounds for dismissal at any time that Jerrie's Dogs & More, Inc. becomes aware of the falsified information. In consideration of my working at Jerrie's Dogs & More, Inc., I agree to conform to the rules and regulations of Jerries Dogs & More, Inc. and acknowledge that my work and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of Jerrie's Dogs & More, Inc. or myself.

I agree and hereby authorize Jerrie's Dogs & More, Inc. to conduct background inquiry to verify the information on this application and any forms by Jerrie's Dogs & More, Inc. completed by me. I authorize all previous employers or other persons who have knowledge of me or my records to release such information to Jerrie's Dogs & Fries, Inc. or its agents. I hereby release those companies and persons and Jerrie's Dogs & More, Inc. from all claims or liabilities whatever that may arise by such disclosures or such investigation.

I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE AND IS SUBLJECT TO CONFIRMATION BY Jerrie's Dogs & More, INC.

DATE OF APPLICATION _____

SIGNATURE OF APPLICANT _____

YOU MUST BE 16 YEARS OF AGE TO WORK AT Jerrie's Dogs & More, INC.

TWO I.D.'S ARE REQUIRED

ATTACH A COPY OF DRIVERS LICENSE(PICTURE I.D. REQUIRED) AND ONE OTHER I.D. THAT CARRYS THE SAME NAME AS THE DRIVERS LICENSE. SOCIAL SECURITY CARDS, BIRTH CERTIFERCATES AND PASSPORTS ARE ACCEPTED, HOWEVER, SCHOOL, WORK, AND BANK IDENTIFICATION CARDS ARE NOT.

NAME AND LIKENESS AGREEMENT

In consideration of my employment by Jerrie's Dogs & Fries, Inc. and my continued employment during such time as Jerrie's Dogs & Fries and I agree, Jerrie's Dogs & More and I agree that:

1. Jerrie's Dogs shall have the exclusive, perpetual right to use my name (including the name" _____") (print Name on line), my voice and likeness for any purpose whatsoever in connection with any film, television program, web cast or other entertainment or informational program in any and all media, now or hereafter developed, relating to me, Jerrie's Dogs, Jeff Reid or any other employee or person associated with Jerrie's Dogs, including without limitation all advertising, promotion and merchandising with respect thereto.

2. I hereby agree to execute and deliver any documents deemed necessary by Jerrie's Dogs to effectuate the rights granted to Jerrie's Dogs hereunder (including without limitation the appearance release attached as Exhibit 1 hereto) , and if I fail to execute and deliver any such documents within 3 days, Company shall have the right to execute such documents on my behalf of as my attorney-in-fact.

3. This agreement(a) is not a contract of employment, (b) shall be governed by the laws in effect in the state of Illinois, and (c) shall be binding on and inure to the benefit of Jerrie's Dogs & More and the undersigned employee and their respective successors.

Employee's Signature

Employee's name PRINTED

Date

Accepted and agreed of the above date:

Jerrie's Dogs & More, Inc.

By: _____(office personnel signature)

_____ (Printed office personnel name)

Congratulations on picking up an application to Jerrie's Dogs & More.

Jerrie's Dogs & More is a friendly, TEAM working atmosphere. We are here to give the customer and our staff a safe and healthy experience. The following **RULES** will be followed while working for Jerrie's Dogs. You must follow all Food Safety and Sanitation Policies that you learned and that you will be taught. Handle cleaning chemicals and equipment safely. The best employee is the employee that never says **"That's not my job"** Those words **DO NOT** apply here at Jerrie's Dogs. Everything is your job and our job. Be ready to help all fellow staff members with any help they need as long as you know how. Ask for assistance from a manager if needed. Be truly committed to doing your best and be able to accept feedback and direction. Always treat guests and co-workers the way you like to be treated. Keep personal conversations with fellow employees to a minimum. No CELL PHONES..... EVER. No personal calls at work on work phone unless it is an emergency! No personal visits from friends or family. We are here to work and serve the guests walking through our door. Please be considerate of others. No disputes or "Venting" ever here at Jerrie's. Please speak with a manager if there is a problem. Tardiness... Do not be late. Be Ten minutes early. Arriving on time in street clothes and not in your uniform is considered late. One minute late or twenty minutes late.....Both are considered late. If you are going to be late, call and inform a **MANAGER**. You must speak directly to a manager. No Messages or texts will suffice. This is a must. Never come to work under the influence of Drugs or Alcohol. Never consume drugs or alcohol during your shift. Never leave the premise during your shift. If you were to get hurt here at Jerrie's while working you will be asked to take a drug test for any workplace injury. This will be done at the doctor's office or hospital to be recorded in your file. Never eat or drink in front of a guest. Never take ANYTHING from Jerrie's without permission from a manager. NO CALL/NO SHOW. Breaking any of these rules will be grounds for termination immediately. Always clock in when you are ready to start work. Not when you get here and then have to go to the restroom or to go and change into your uniform. Know your Schedule. Keep manager informed of any developing situation. Have Fun and Smile here at work. Strive to better your work performance. If there is time to lean, then there is time to clean. Keep up with cleaning up after yourself and your surroundings. Every time you answer the phone here you are selling the Jerrie's Dogs & Fries brand to a potential guest. Answer the phone with a bright and cheerful upbeat greeting. The phone should always be answered by the second ring. The following example is how you should answer the phone: "Good afternoon/evening thank you for calling Jerrie's Dogs & Fries; this is _____ how can I help you" Know the address here and landmarks to give them directions if they need them. Off duty employees are not allowed behind the counter or in the kitchen at any time unless speaking with a manager. Never touch electrical equipment with wet hands, or while standing in water. Unplug equipment before cleaning or disassembling. Report any damaged or worn plugs or cords to a manager. Lift properly... Spread feet apart, shoulder width. Put one foot slightly in front of the other for a good support base. Squat down with back straight and head up. Do not bend over from the waist! Grip the object firmly with both hands. Keep elbows and arms close to your body. Lift it. Straighten knees slowly and smoothly to a standing position. Avoid doing this in a quick and jerking manner. Do not lift and twist at the same time.

Preventing Cuts:

Know how to operate the equipment. Pay attention when using sharp equipment. Use Guards when provided on equipment. No loose sleeves, ties or dangling jewelry should be worn. Use knives carefully. Carry knives close to your side, pointing down to the floor. Sweep up broken glass; do not use your hands.

Preventing burns:

Pay attention when working around hot equipment. Avoid overfilling containers with hot foods. Slowly open lids of pots and doors of steamers away from you, to avoid a steam burn. Stir foods with long handled spoons. Verbally warn others of hot surfaces. Let equipment cool before cleaning it. Do **NOT** put icy frozen foods into the fryer. Put foods slowly into the fryer and stand back to avoid being splattered. Wear closed-toe and closed-heel shoes that do not absorb liquids. Absolutely no Flip-flops.

Uniform:

Your uniform consists of a Jerrie's Dogs & More shirt that you must purchase for \$5.00 and a Jerrie's Dogs & More Hat that you can purchase for \$12.00. You do not need the hat, but you must wear a hair net at all times if you do not purchase a hat. Customers frequently judge a restaurant by observing the appearance and behaviors of the employees serving them. By having a personal hygiene program that includes specific practices, we can promote a strong brand image while minimizing the risk of food borne illness.

Cleanliness:

The outer clothing of all employees must be clean. Employees must maintain a high degree of personal cleanliness. Employees must bathe daily and have clean skin, hands and teeth. Hair also must be clean and neatly combed. Employees hair may not touch the collar of the uniform shirt. Approved head cover must be worn by employees engaged in the preparation and service of food to keep hair from food and food contact surfaces. Mustaches and beards must be clean, short and neatly trimmed.

Clothing:

Any employee functioning as an employee of Jerrie's Dogs & Fries must wear the complete approved uniform at all times while working. This consists of uniform shirt, pants (Jeans or khakis) no shorts, head wear and socks and non slip shoes. Uniform may not be modified in any way.

Fingernails:

Employees must keep their fingernails clean, trimmed, filed and maintained so the edges and surfaces are cleanable. No fake fingernails or nail polish allowed. They can fall off and the polish can chip.

Jewelry:

No exceptions.....Jewelry can harbor microorganisms which cause food borne illness. Employees must limit the amount of jewelry worn during their shift. One plain ring is ok. Plain necklace if worn, must be tucked inside uniform shirt. No dangling earrings may be worn during work. NON DANGLING earrings only can be worn. Any other visible parts of the body may not be adorned with jewelry or piercings.

Cleaning procedures:

Employees must wash their hands with soap and water and dry them thoroughly before starting their shift and repeatedly throughout the day. They need to vigorously rub together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinse with clean running water. Employees must pay attention to the areas underneath their fingernails and between their fingers. After washing hands, dry with paper towels provided in dispensers. Employees must also wash their hands after the following activities: Before returning from the restroom. Before putting on gloves. After sweeping and mopping. After coming in contact with any cleaning product or chemical. After handling money or any non-food item. After touching hair, face, skin or clothes. After coughing, sneezing or blowing nose. After eating or drinking. before and after treating a wound. After handling the garbage. In between preparing different food products. This controls cross contamination.

Smoking:

Employees must not smoke or use tobacco in any form while working in Jerrie's Dogs & More. This includes cigarettes, chewing tobacco, or any other apparatus used for smoking or nicotine.



Employee Health Procedures

What Every Employee Needs To Know

Our Goal: To give our Customers a positive, healthy and safe eating experience while providing Jerrie's Dogs members a safe, healthy work environment.

To meet this goal, the following procedures **Will Be** followed by **All** employees.

Requirements: If any employee **SHOWS SYMPTOMS** of vomiting or diarrhea, they cannot work at Jerrie's until they are without symptoms for 24 hours. This means the employee cannot work in any area of Jerrie's until symptom free. If symptoms persist the employee should seek medical attention.

If an employee is **DIAGNOSED** with Norovirus, Shigella, E-Coli, Salmonella, Hepatitis A, or has a sore throat with fever, or appears Jaundiced, (Yellow color of the skin and whites of eyes), the employee cannot work **until released with a note from their health care provider.** This means a Jerrie's team member cannot be scheduled to work until a health care provider gives a **written release** for the employee to return to work.

What the employee should do:

* If the employee is showing the symptoms of being sick: Contact Jerrie's Manager on duty and let them know you will not be able to work until the symptoms are gone.

* If the employee is diagnosed with the above illness: Contact Jerrie's Manager and let them know you will not be at work. Get a release from the doctor or health care provider before returning to work. Give note to a Jerrie's Manager for your file.

I have read and will follow the procedures above to help provide the customers and the staff at Jerrie's a safe, healthy work environment. I understand if I am sick I cannot work. I also understand that it is against Jerrie's Dogs rules and regulations that I will not be calling or telling the Manager that I am sick when I really am not.

Employee Signature _____

Employee Printed Name

Employee Signature

Date

Hiring Manager Printed Name

Hiring Manager Signature

Date