



DATE: \_\_\_\_\_

**EMPLOYMENT APPLICATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Soc. Sec. No: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Have you ever worked for Dunkin Donuts Restaurant before? Yes: \_\_\_ No: \_\_\_ ~ If YES, when and where: \_\_\_\_\_

Are you 16 year of age or over (proof of age or work permit may be required)? Yes: \_\_\_ No: \_\_\_

Are you legally able to be employed in this country (If hired, verification will be required by law)? Yes: \_\_\_ No: \_\_\_

## AVAILABILITY—STATE ALL HOURS YOU WILL BE ABLE TO WORK IN CHART BELOW

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	CHECK ONE	
FROM								FULL TIME	
TO								PART TIME	

	School Name, City, State	Years Attended	Degree/Courses
High School:	_____	_____	_____
College:	_____	_____	_____
Graduate School:	_____	_____	_____

## EMPLOYMENT RECORD (LIST MOST RECENT EMPLOYMENT FIRST)

NAME & ADDRESS OF COMPANY	DATE FROM ~ TO	TYPE WORK	SALARY	NAME OF SUPERVISOR	REASON FOR LEAVING

In answering the following questions you may omit any information or answer "no record" with regard to any conviction for which there is a sealed record on file. You should also omit first convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.

1. Have you ever been convicted of a felony? Yes: \_\_\_ No: \_\_\_ If yes, give details and date

2. Have you been convicted of a misdemeanor in the last five years? Yes: \_\_\_ No: \_\_\_ If yes, give details and date

## References: (Please do not use family members):

Name: \_\_\_\_\_, Relation: \_\_\_\_\_, Telephone: \_\_\_\_\_, Years Known: \_\_\_\_\_  
 Name: \_\_\_\_\_, Relation: \_\_\_\_\_, Telephone: \_\_\_\_\_, Years Known: \_\_\_\_\_  
 Name: \_\_\_\_\_, Relation: \_\_\_\_\_, Telephone: \_\_\_\_\_, Years Known: \_\_\_\_\_

# Personal Hygiene Policies

Customers frequently judge a restaurant by observing the appearance and behaviors of the employees serving them. Good personal hygiene is a critical protective measure against foodborne illness, and customer expects it. By following a personal hygiene program that includes specific policies, we can minimize the risk of foodborne illness.

**Cleanliness:** The outer clothing of all employees must be clean. Employees must maintain a high degree of personal cleanliness ~ Employees & owners must bath daily and have clean skin, hands, and teeth. Hair must also be clean, neatly combed; employee's hair may not touch the collar of the uniform shirt. An approved head cover must be worn by all employee engaged in the preparation and service of food to keep hair from food and food contacts surfaces. Mustaches and beards (if allowed by local regulation), must be clean, short and neatly trimmed.

**Clothing:** Any person functioning as an employee of this company, must wear the complete approved uniform at all times when working ~ this consist of Uniform Shirt, Pants/Shorts/Skirts, Head cover, Shoes/Socks. The uniform must always look professional, clean and free from fading, holes and stains. It may not be modified in any way.

**Fingernails:** Employees must keep their finger nails short and clean. Nail polish/paint, colored or clear, is not allowed. Artificial or gel nails and/or nail ornamentation of any kind may not be worn.

**Jewelry:** Jewelry can harbor microorganisms which cause foodborne illness; so as to minimize the risk of foodborne illness employee must limit the amount of jewelry worn during their shift:

One plain Ring

Plain necklace if worn, must be worn inside the uniform shirt

One set of stud earrings may be worn in ears only – NO dangling earrings may be worn; any other visible part of the body may not be adorned with a piercing.

**Cleaning Procedures:** Employees must clean their hands and exposed portions of their arms with soap and running water by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean running water. Employees must pay particular attention to the areas underneath the fingernails and between the fingers. After washing hands, dry using single-service towels.

Employees must wash their hands thoroughly before starting work and repeatedly throughout the day; Employees should also wash their hands after the following activities (this list is not inclusive):

1. Before returning from restroom
2. Before putting on gloves
3. After cleaning assignment such as sweeping and moping
4. After coming in contact with any cleaning product and/or chemical
5. After handling money or any other non-food item
6. After touching hair, face, skin or clothes
7. After coughing, sneezing, using a handkerchief of disposable tissue
8. After using tobacco, eating or drinking
9. Before and After treating a cut or wound
10. After handling garbage
11. After touching anything else that may contaminate hands, such as un-sanitized equipment, work surfaces or wash cloth

**Smoking:** Employees must not smoke or use tobacco in any form while working in the preparation or service of food or while handling food service utensils or equipment. Smoking is not permitted in any food storage and preparation areas or in areas where utensils are cleaned or stored. Cigarette lighting is also prohibited in all other areas of the restaurant.

**Illness:** Employees must report all illnesses to the manager of the restaurant before working with food. If employees become ill or injured while working, they must report their conditions to the manager or supervisor immediately. If an employee's condition could possibly contaminate food or equipment, they must stop working and see a doctor. If an employee must take medications while working, then the medicine must be stored with their personal belongings away from areas where food is not prepared, served and stored. Management must excuse an employee from working when diagnosed with a foodborne illness, or if they have one of the following symptoms (this list includes but not limited to):

1. Fever
2. Diarrhea
3. Vomiting
4. Sore throat
5. Jaundice (yellow skin and eyes)

Please check with your local guidelines for a complete list of symptoms.

Employees can contaminate food at every step in its flow through the restaurant. Good personal hygiene is a critical protective measure against contamination and foodborne illness.

## Please read carefully the section below before signing

I certify that I have read and fully completed this form and that the information contained herein is correct to the best of my knowledge. I understand that any omission or false information is grounds for dismissal. I authorize the references listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal and otherwise. I understand that as a part of the procedure for my employment application an investigative consumer report may be made concerning my character, general reputation, personal characteristics and mode of living.

This independent Dunkin Donut franchise is an Equal Opportunity Employer. Various federal, state, and local laws prohibit discrimination on account of race, color, religion, sex, age, national origin, disability or veteran's status. It is this franchisee responsibility to comply fully with these laws, as applicable.

I acknowledge that I am applying for employment with an independently owned and operated Dunkin Donut franchisee, a separate company and employer from Dunkin Brands Inc and any of its affiliates.

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