

# CULVER'S

Prairie Crossing and Parallel Parkway  
The Legends at Village West

## TEAM APPLICANT INTRODUCTION

*Is this the right job for you?*

Thank you for your interest in a position with Culver's. We are always looking for *friendly, responsible, mature, and passionate* individuals to join our team. We believe Culver's to be a terrific place to work; however, it may not be for everyone. Prior to completing an application, we would like to share with you some expectations of any new employee. While the list is not all-inclusive, it should help you to decide whether you are a "match" for our restaurant.

## PERSONALITY

A successful team member will need to have an *outgoing* personality, a strong work ethic, and proper availability. Every Culver's team member has daily contact with guests and fellow employees. A *positive* attitude, the ability to greet people with a **smile**, and the ability to use courtesy at all times are important attributes. Our business is serving others.

## WORK ETHIC AND DUTIES

Culver's has two basic areas of work: 1) the kitchen team that prepares our food; 2) the front-line and drive through team members who directly serve our guests. Initially, each team member will work in only one of the two areas; however, cross-training will eventually occur to provide team members with the ability to handle all aspects of working at Culver's. Some of the more unpleasant job assignments you will have working in any restaurant include cleaning restrooms, working in a warm kitchen, cleaning tables, and disposing of trash.

Without exception, we will expect team members to be at work on time, fully attentive to the needs of our guests, including having the ability to retain a *friendly* composure while assisting a guest with a problem, and responsible for working cooperatively with all other team members. This includes promptly following direction from management.

A successful team member will:

- be self-motivated to do their best at all times;
- present a positive and upbeat demeanor;
- supply a willingness to learn and determination to do well.
- **SMILE**

We will teach you what you need to know in order to do a great job.

## SCHEDULE

Our Culver's Restaurant is open to the public seven days a week. We will be closed for Thanksgiving, Christmas Day, New Year's Day and Easter Sunday. We may close early on Christmas Eve and New Year's Eve. With rare exception, only those able to work year round will be considered for a position. Students will be assigned fewer hours during the school year; however, it is important that students have availability all twelve months of the year.

In a restaurant, the hours of shifts are determined by the level of business. Therefore, we must work while others eat and play. With the exception of adult weekday staff positions, all others must be regularly available to work evenings, weekends, and those holidays during which Culver's remains open. Culver's is open from 10:30 a.m. through 10:00 p.m. daily. We may extend our hours during the summer months. Team members who are 16 years old or older will be included in the rotation of staff who works until 11:00 p.m. on closing shifts. Team members who are 14 or 15 years old will not be allowed to work past 7:00 p.m. during the school year or 9:00 p.m. during June, July or August.

## HONESTY

Honesty and truthfulness are expected without exception at Culver's. You will be held responsible for accurate cash handling, inventory control, and being certain that guests pay for all items given to them. We will periodically do drug and security checks.

## UNIFORM

Professional, clean, sharp and well-groomed are all words to describe what team members should look like when representing Culver's. Team members who look good, feel good. They are *enthusiastic* and provide a higher level of guest service ensuring "Every Guest Who Chooses Culver's Leaves Happy." Professional team members attract more professional team members, which enhances guest satisfaction. Most importantly, good appearance raises the level of confidence our guests have in our restaurant.



cleanliness and sanitation practices. All team members are required to wear a complete and clean uniform as supplied by Culver's. This includes a button-up Culver's shirt, tie, khaki pants, cap or visor, and name badge. Additionally, we ask that you wear a black belt with our pants and a pair of black non-skid shoes. Team members may choose to purchase a pair of non-skid shoes through a local retailer. Team members will receive \$10 credit towards shoes after submitting a receipt for proof of purchase. No one will be allowed to work without wearing non-skid shoes.

### APPEARANCE

Personal grooming directly affects the way guests feel about the quality of food and cleanliness of the restaurant. Your personal cleanliness takes on additional importance when you realize you are working with food. The following guidelines have been established to assist you in meeting our standards of neatness and cleanliness.

- Hair and body should be clean when you come to work.
- Teeth should be brushed and fresh breath.
- No heavy scented perfumes or colognes
- Fingernails must be clean and maintained at a manageable length as to not hinder job performance.
- No fingernail polish or artificial nails are allowed.
- No visible hickeys.
- No visible body piercing, (including tongue rings/studs).
- We do not support visible tattoos; however, there may be times when a visible tattoo is acceptable. Approval of visible tattoos will be at the discretion of the management.
- No gum chewing during working hours.
- One ring or matching wedding/engagement pair may be worn on one hand.
- Women may wear one single stud earring in each ear lobe. Men are not permitted to wear earrings.
- No other jewelry, including bracelets or necklaces may be worn.
- No wrist watch can be worn; a clip-on watch is allowed on belt loop.
- Wash hands according to Culver's safe food education program hand-washing posters.

Hair is a prime breeding ground for bacteria so it is crucial team members wear proper hair restraints and avoid touching hair to prevent hair and contaminants from getting into guest's food. All food handlers are required by health codes to wear proper hair restraints. Hats are to be worn at all times when working in the restaurant.

- Women's hair shall be clean, styled away from the face, and neatly trimmed. No extreme hairstyles or colors permitted. Women's makeup should be tasteful and in moderation.
- Men's hair shall be clean, cut above the collar, styled away from the face, and neatly trimmed. A clean-shaven appearance is required. No extreme hair styles or colors are permitted.
- Culver's is dedicated to providing a healthy, comfortable and productive work environment for our team members. Our restaurant is smoke free. Team members who smoke may smoke only during their official, scheduled break and may only smoke in their automobile. Team members must wash their hands before returning to work.

### BOTTOM LINE

The guidelines in this applicant introduction are not complete but rather an outline of important points to consider if you choose to continue the application process. While certain requirements may appear to be strict, it is important to note that they support the Culver's image; and therefore, become a responsibility of employment with Culver's. Please remember that these rules and regulations are in place not only to protect the interests of Culver's, but also to safeguard your well being and job security.

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If you believe that you possess the ability to make the commitment to become a Culver's Team Member, we invite you to complete a Culver's Employment Application. We look forward to meeting you!

*Culver's in an Equal Opportunity Employer.*

Please acknowledge that you have read and understand the Team Applicant Introduction by signing below and including this page with your application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_





# Team Member Application

## How to Complete This Application

Use a blue or black pen. Print neatly, so your answers are easy to read. If you need more space, attach an additional piece of paper.

Answer all of the questions completely. If you do not understand a question, ask the manager to explain it. Applications that are not fully completed will not receive any consideration.

If you have questions about job duties or career opportunities with Culver's, ask the manager. He or she will be glad to answer them.

Carefully read the information on the application. Once you have answered the questions and read the information, sign the application.

Return the completed application to the manager. He or she will review the application and contact you. Applications are effective for 60 days, after which you must reapply. This time period may be extended if you are interviewed for a position during the 60-day time period.

## Position Requested

- Crew Member:** No experience required
- Shift Manager:** Food service, management skills, or experience required.
- Assistant Manager/Restaurant Manager:** Management experience required.

## Personal Information

Name (first, middle, last) \_\_\_\_\_ Today's Date \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Street Address \_\_\_\_\_ Social Security Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Are you under the age of 18?  Yes  No If "yes," please state date of birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Can you, if offered employment, submit verification of your legal right to work in the U.S.?  Yes  No

Have you ever been counseled or disciplined for being late or absent from work or school?  Yes  No

The U.S. Secretary of Health and Human Services has determined that certain diseases, including hepatitis A, salmonella shigella, staphylococcus, streptococcus, giardia, and compylobacter, may prevent you from handling or serving food in a sanitary and healthy fashion. An essential function of this job involves serving food or handling food in a sanitary and healthy fashion. Can you, with or without reasonable accommodation, perform this essential function of this job?  Yes  No

Have you ever been convicted as an adult of a felony, a crime involving dishonesty, or a crime involving violence to another person?  Yes  No  
If "yes," please describe, including date charged, penalties, and current disposition. Note: Convictions are not an automatic disqualification from employment.

## Availability (for Crew Member and Shift Manager applicants only)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From _____ to _____	From _____ to _____	From _____ to _____	From _____ to _____	From _____ to _____	From _____ to _____	From _____ to _____

If hired, when could you begin work? \_\_\_\_\_ How many hours do you want to work each week? \_\_\_\_\_  
Month/Day/Year

Do you have reliable transportation to get to work?  Yes  No

## Work Experience (past 10 years)

COMPANY	ADDRESS	POSITION & DUTIES	SUPERVISOR & PHONE	DATES EMPLOYED	REASON FOR LEAVING
Management reference check done by: _____					Ending wage \$ _____

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Management reference check done by: _____					Ending wage \$ _____

Have you ever worked for a Culver's restaurant?  Yes  No If yes, please list: \_\_\_\_\_  
 Location (city, state) \_\_\_\_\_ Dates Employed \_\_\_\_\_

## Education

**SCHOOL MOST RECENTLY ATTENDED:**  
 Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_  
 Teacher or Counselor \_\_\_\_\_ Last Grade Completed \_\_\_\_\_ Grade Point Average \_\_\_\_\_  
 Graduate?  Yes  No Now Enrolled?  Yes  No Degree Earned \_\_\_\_\_

Please list all job-related organizations, clubs, or activities you are/were involved in at school, except that, if you wish, you may omit those that indicate race, religion, color, national origin, ancestry, sex, disability, sexual orientation, or other protected class status. (Use a separate sheet if necessary.)

## Equal Opportunity Employer

This restaurant does not discriminate on the basis of race, sex, color, religion, national origin, sexual orientation, age, disability, marital status, veteran status, or any other factors made unlawful under applicable federal, state, and local legislation. All personnel decisions are made without prejudice or discrimination, in accordance with the principals of equal opportunity. Culver's is willing to discuss reasonable accommodations for needs related to disability and religion, as such relates either to the job or the application process.

## Applicant's Statements

**READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.**

1. The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission could result in the denial of my application, withdrawal of any employment offer, or immediate discharge.
2. I understand that in connection with the application process, Culver's and its representatives may contact my current and former employers, educational institutions, and other relevant third parties to obtain additional information related to the information given by me in this application. I also understand that Culver's may provide such information to its affiliates and to other third parties. I hereby request, release, and consent to the release and disclosure of such information. I further release and hold harmless Culver's Frozen

- Custard restaurants, CFSI, and affiliates, their officers, employees and agents, and any other parties inquiring about, investigating, furnishing, communicating, reviewing, evaluating such information from any and all potential claims, demands, damages, liabilities, and/or actions of any kind arising from activities, whether known or unknown to me presently, that I may have, now or in the future.
3. If employed, I agree to conform to the rules and regulations of Culver's and understand that I will be an employee-at-will, and my employment may be terminated at any time by me or Culver's, with or without notice for any reason.
  4. I understand that if employed, my employer may be a franchisee of Culver Franchising System, Inc. I understand that I will not have any employment relationship with Culver Franchising System, Inc.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_