



## Employment Application

### **Dear Applicant:**

We are happy that you have expressed an interest in working at CakeLove/Love Café. Please review and complete the attached application and submit it to the store manager at the location where you are most interested in working.

### **Our Story:**

CakeLove & Love Café were created by lawyer-turned-baker Warren Brown as the fulfillment of a dream to be creative and work with food. CakeLove the store opened in March of 2002 and has become a highly successful and fast-growing bakery. In August of 2003, Love Café was opened to help meet the growing public demand. We do this by creating only the freshest and highest quality cakes possible. We bake and create with passion every day.

### **Opportunities at CakeLove & Love Café:**

CakeLove & Love Café has opportunities for customer service oriented people who are motivated, take initiative and have a passion for food. The successful CakeLove/Love Café staff person enjoys working in a fast-paced, creative environment, enjoys working with other people as part of a team, and takes direction well.

The following brief job summaries are to assist you in deciding which positions you are interested in applying for. This information is not a complete job description of any position and it is not intended as such.

**General Manager** - Supervises staff, customer relations, register and store facility.

**Manager on Duty (MOD)** - Assists the GM in the day-to-day operations of the store and staff.

**Customer Service Representative (CSR)** - Assists customers in person and on the phone. Rings at the register; boxes cakes and small orders for customers.

**Baker** - Mixes, pans and bakes cakes and pastries. Supervises all baked goods to ensure quality. Works with vendors to secure raw ingredients.

**Prep Assistant** - Prepares raw ingredients for production and use by the bakers. Assists in the planning and baking process.

**Assembly** - Assembles finished cakes for customers.

**Filler/Topper** - Fills Buss Balls & Éclairs, tops cupcakes, and produces all the small items.

**Utility** - Keeps CakeLove & Love Café sparkling clean, depans cakes and stocks goods.

If you have any question regarding the application, please contact a CakeLove or Love Café manager.

Thank you.



## Employment Application

**Position Desired:** (pick at least one) Full-time or Part-time? (please circle one)

- General Manager
- Manager on Duty (MOD)
- Customer Service Rep (CSR)
- Baker
- Prep Assistant
- Assembly
- Filler/Topper
- Utility

**Location:** (pick at least one)

- U Street
- Love Café
- Silver Spring
- Shirlington
- Tysons
- National Harbor
- Fair Oaks Mall
- Arundel Mills Mall

### Personal Information

First Name	Middle Initial	Last Name
Street Address                      City                      State                      Zip		
E-mail	Home Phone	Cell Phone
Emergency Contact Person	Phone Number	Relationship
Have you ever been employed by CakeLove or Love Café?:                      Yes                      No		
If yes, please indicate location and dates:		
How did you hear about this opportunity?		
Are you friends with or related to anyone currently working for CakeLove or Love Café?		
Can you furnish proof of your right to work in the United States?		Yes                      No
Do you have reliable transportation?		Yes                      No
Are you at least 16 years of age?		Yes                      No
Have you ever been convicted of a felony? If yes, please explain:		Yes                      No
<i>*Conviction of a crime will not necessarily disqualify you from the job for which you are applying.</i>		
What languages do you speak?		

## Tell Us About You

Why do you want to work for CakeLove?
CakeLove employees must be able to stand for 6 consecutive hours and lift 50 pounds during their shifts. Can you meet these requirements? <span style="float: right;">Yes      No</span>
How do you approach a difficult person or situation?
What are you passionate about in your life?
Tell us something interesting about yourself.

## Scheduling & Availability

CakeLove employees may be asked to work holidays and/or overtime. Would you be prepared to meet this requirement? <span style="float: right;">Yes      No</span>
What is your available start date?

Please indicate your availability to work specific days and times of day

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

## Employment History

Please give an accurate and complete employment history record. Start with your present or most recent employer. Include military experience, if applicable. You may attach a resume if you have one.

Date of Employment	Company Name & Location	Position	Ending Pay Rate \$ _____ per _____
Supervisor's Name	Supervisor's Phone #	May We Contact? Yes      No	Reason for Leaving

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## Educational Background

School Name & Location	Subjects of Study	Degree Received?	Year Received
High School		Yes    No	
College		Yes    No	
Graduate School		Yes    No	
Trade or Business School		Yes    No	
Please list any trade certifications.			

Are you a Certified Food Manager?    Yes    No    If yes, where are you certified? \_\_\_\_\_

Are in possession of a current state or county license? If yes, what state or county? \_\_\_\_\_

## Professional References

Please list any additional professional references that are familiar with your work.

Name	Business	Address	Phone

## Authorization & Certification

\*I certify that the facts contained in this application for employment are true and correct to the best of my knowledge. I understand that, if employed, any falsified information is grounds for immediate termination.

\* I understand that, if employed, all employment with CakeLove is "at will," which means that employment is not for a specified period of time and the relationship may be terminated by any CakeLove manager or the employee at any time, with or without prior notice.

\* I understand that nothing contained in this application or conveyed in any interview is intended to create an employment contract. An authorized CakeLove manager will give you any employment offer.

\* I authorize CakeLove to investigate my background, references, employment records and other matters related to my suitability for employment at CakeLove. I authorize persons, educational institutions, employers and organizations to provide any relevant information regarding my suitability for employment at CakeLove.

\* I release CakeLove from any liability that may be incurred during the investigation of my background references, employment records and other matters related to my suitability for employment at CakeLove.

By signing below, I certify that I have read, understand and agree to the above statements.

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

\_\_\_\_\_  
Date

Please send application to:  
Applications  
CakeLove 1506 U St. NW  
Washington, DC 20009