



## APPLICATION FOR EMPLOYMENT

JDA Cupcakes, LLC DBA Ms. Bee's Cupcakes & Ice Cream is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, veteran status, or any other status protected under local, state or federal laws.

**INSTRUCTIONS:** Use ink and print or type all names and addresses. Application must be completed in full even if attaching a resume.

POSITION(S) APPLIED FOR:

DATE OF APPLICATION

LAST NAME

FIRST NAME

MIDDLE NAME

PRESENT ADDRESS

CITY

COUNTY

STATE

ZIP CODE

HOW LONG

PREVIOUS ADDRESS

CITY

COUNTY

STATE

ZIP CODE

HOW LONG

SOCIAL SECURITY NUMBER

HOME TELEPHONE NUMBER

CELL TELEPHONE NUMBER

E-MAIL

ARE YOU AT LEAST 18 YEARS OF AGE?

☐ YES

☐ NO

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?

☐ YES

☐ NO

(IF OFFERED EMPLOYMENT, YOU WILL BE REQUIRED TO PROVIDE DOCUMENTATION TO VERIFY ELIGIBILITY.)

HOW DID YOU LEARN ABOUT THE COMPANY?

☐

ADVERTISEMENT

FACEBOOK/INSTAGRAM

☐

OTHER

HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH ANY MS. BEE'S CUPCAKES & ICE CREAM LOCATION?

☐ YES

☐ NO

IF YES, WHEN?

DO YOU HAVE A FAMILY MEMBER OR RELATIVE WHO WORKS FOR MS. BEE'S CUPCAKES & ICE CREAM?

☐ YES

☐ NO

IF YES,

GIVE DETAILS

REFERENCES: Give name, address, and telephone number of three business references who are not related to you

NAME	ADDRESS	TELEPHONE NUMBER
1		
2		
3		

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INITIALS \_\_\_\_\_

MS. BEE'S CUPCAKES & ICE CREAM  
9739 N Sam Houston Pkwy E, Suite 190  
Humble, TX 77396

## EDUCATION

HIGH SCHOOL:	NUMBER OF YEARS COMPLETED: _____	DIPLOMA: <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE: _____	GED: <input type="checkbox"/> YES <input type="checkbox"/> NO
DATE: _____				
SCHOOL NAME AND ADDRESS:				
VOCATIONAL OR TRADE SCHOOL:	NUMBER OF YEARS COMPLETED: _____			
	COURSE: _____			
	DEGREE OR CERTIFICATE EARNED: _____		DATE: _____	
SCHOOL NAME AND ADDRESS:				
COLLEGE:	NUMBER OF YEARS COMPLETED: _____			
	MAJOR: _____	MINOR: _____		
	DEGREES EARNED: _____	DATE: _____		
SCHOOL NAME AND ADDRESS:				
GRADUATE SCHOOL:	DEGREES EARNED: _____		DATE: _____	
SCHOOL NAME AND ADDRESS:				

SUMMARIZE SPECIAL SKILLS AND TRAINING THAT ARE RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING:

**EMPLOYMENT INFORMATION** – LIST MOST RECENT EMPLOYMENT FIRST, WE MAY CONTACT ANY OF YOUR PREVIOUS EMPLOYERS.

**MAY WE CONTACT YOUR CURRENT EMPLOYER?**

☐ YES

☐ NO

DATES OF EMPLOYMENT	CURRENT EMPLOYER NAME	CITY AND STATE	TELEPHONE NUMBER
POSITION HELD			CURRENT HOURLY PAY
DESCRIPTION OF DUTIES			OTHER COMPENSATION
NAME OF SUPERVISOR	REASON FOR LEAVING		
DATES OF EMPLOYMENT	PREVIOUS EMPLOYER NAME	CITY AND STATE	TELEPHONE NUMBER
POSITION HELD			ENDING HOURLY PAY
DESCRIPTION OF DUTIES			OTHER COMPENSATION
NAME OF SUPERVISOR	REASON FOR LEAVING		
DATES OF EMPLOYMENT	PREVIOUS EMPLOYER NAME	CITY AND STATE	TELEPHONE NUMBER
POSITION HELD			ENDING HOURLY PAY
DESCRIPTION OF DUTIES			OTHER COMPENSATION
NAME OF SUPERVISOR	REASON FOR LEAVING		
DATES OF EMPLOYMENT	PREVIOUS EMPLOYER NAME	CITY AND STATE	TELEPHONE NUMBER
POSITION HELD			ENDING HOURLY PAY
DESCRIPTION OF DUTIES			OTHER COMPENSATION
NAME OF SUPERVISOR	REASON FOR LEAVING		

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INITIALS \_\_\_\_\_

DATE AVAILABLE IF HIRED \_\_\_\_\_

HOURLY PAY DESIRED \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF A MISDEMEANOR (OTHER THAN MINOR TRAFFIC VIOLATIONS) IN THE LAST TEN (10) YEARS? ☐ YES ☐ NO  
IF YES, LIST DATE, CHARGE AND CITY WHERE CONVICTED:

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HAVE YOU EVER BEEN CONVICTED OF A FELONY OFFENSE, CIVILIAN OR MILITARY? ☐ YES ☐ NO  
IF YES, LIST DATE, CHARGE AND CITY WHERE CONVICTED:

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**(A CONVICTION WILL NOT NECESSARILY AUTOMATICALLY DISQUALIFY YOU FOR EMPLOYMENT, RATHER SUCH FACTORS AS AGE AND DATE OF CONVICTION, SERIOUSNESS AND NATURE OF THE CRIME, AND REHABILITATION WILL BE CONSIDERED).**

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I HEREBY CERTIFY THAT ALL OF THE INFORMATION PROVIDED BY ME IN THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) IS CORRECT, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF ANY FACTS IN SAID DOCUMENTS WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT REGARDLESS OF THE TIMING OR CIRCUMSTANCES OF DISCOVERY.

I UNDERSTAND THAT SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE EMPLOYMENT. I FURTHER UNDERSTAND THAT, SHOULD AN OFFER OF EMPLOYMENT BE EXTENDED BY JDA CUPCAKES, LLC (HEREINAFTER REFERRED TO AS "MS. BEE'S CUPCAKES & ICE CREAM") THAT SUCH EMPLOYMENT WITH MS. BEE'S CUPCAKES & ICE CREAM IS AT WILL, FOR NO SPECIFIED DURATION AND MAY BE TERMINATED BY EITHER MS. BEE'S CUPCAKES & ICE CREAM OR MYSELF AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE. I UNDERSTAND THAT NONE OF THE DOCUMENTS, POLICIES, PROCEDURES, ACTIONS, AND STATEMENTS OF MS. BEE'S CUPCAKES & ICE CREAM OR ITS REPRESENTATIVES USED DURING THE EMPLOYMENT PROCESS IS DEEMED A CONTRACT OF EMPLOYMENT REAL OR IMPLIED. I UNDERSTAND THAT NO REPRESENTATIVE OF MS. BEE'S CUPCAKES & ICE CREAM EXCEPT THE CO-OWNERS HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT GUARANTEEING ANY CONDITIONS OF EMPLOYMENT OR ANY AGREEMENT CONTRARY TO THE FOREGOING STATEMENTS AND THAT ANY SUCH AGREEMENTS MUST BE MADE IN WRITING AND SIGNED BY ONE OF THE CO-OWNERS OF MS. BEE'S CUPCAKES & ICE CREAM.

IN CONSIDERATION FOR EMPLOYMENT WITH MS. BEE'S CUPCAKES & ICE CREAM, IF EMPLOYED, I AGREE TO COMPLY TO THE RULES, REGULATIONS, POLICIES AND PROCEDURES OF MS. BEE'S CUPCAKES & ICE CREAM AT ALL TIMES AND UNDERSTAND THAT SUCH COMPLIANCE IS A CONDITION OF EMPLOYMENT. I UNDERSTAND THAT DUE TO THE NATURE OF MS. BEE'S CUPCAKES & ICE CREAM'S BUSINESS, ATTENDANCE AND PUNCTUALITY ARE CONSIDERED ESSENTIAL REQUIREMENTS OF EVERY JOB AT MS. BEE'S CUPCAKES & ICE CREAM AND THAT POOR ATTENDANCE OR TARDINESS WILL RESULT IN DISCIPLINARY ACTION.

I UNDERSTAND THAT IF OFFERED A POSITION WITH MS. BEE'S CUPCAKES & ICE CREAM HUMBLE, I MAY BE REQUIRED TO SUBMIT TO A BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. I UNDERSTAND THAT UNSATISFACTORY RESULTS FROM AND REFUSAL TO COOPERATE WITH PRE-EMPLOYMENTS CHECKS WILL RESULT IN WITHDRAWAL OF ANY EMPLOYMENT OFFER OR TERMINATION OF EMPLOYMENT IF ALREADY EMPLOYED.

I HEREBY AUTHORIZE ANY AND ALL SCHOOLS, FORMER EMPLOYERS, REFERENCES, COURTS AND ANY OTHERS WHO HAVE INFORMATION ABOUT ME TO PROVIDE SUCH INFORMATION TO MS. BEE'S CUPCAKES & ICE CREAM AND/OR ANY OF ITS REPRESENTATIVES AND I RELEASE ALL PARTIES INVOLVED FROM ANY AND ALL LIABILITY FOR ANY AND ALL DAMAGE THAT MAY RESULT FROM PROVIDING SUCH INFORMATION.

I UNDERSTAND THAT THIS APPLICATION IS CONSIDERED CURRENT FOR SIX (6) MONTHS. IF I WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THIS PERIOD I MUST FILL OUT AND SUBMIT A NEW APPLICATION.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature \_\_\_\_\_

Date \_\_\_\_\_