

**Through the devotion of a caring and knowledgeable staff,
the Maxfield Family Tradition of unsurpassed hospitality will
exceed our guests' expectations.**

This statement is our mission. Every decision made in this operation is made with this mission in mind. Every person working here, whether front or back of the house, at the inn or store, needs to believe in the mission and live by it. In order for Maxfield's Inc. to obtain and keep the best of the best, we do have very high expectations for all of our employees. This is a drug-free workplace. If you are called back for an interview, you will be asked to submit to a drug screening.

At Maxfield's, holidays are very busy and important days, we expect all restaurant employees to work Valentine's Day, Good Friday, Easter Sunday, Mother's Day, Thanksgiving Day and New Year's Eve. These days are not negotiable. We need every employee every one of these days. With the addition of motel and store, we will be needing employees all of the Monday holidays and Christmas Eve and Christmas Day also. Inn and store employees will not have to work every holiday, but understand that they are part of our operating hours. We also expect our employees to work mostly nights and weekends. This is when we have the guests here and this is when we need people to work. This is not to say there are no daytime or weekday shifts available, but that the majority of our people are needed nights and weekends. We do accept requests for time off with prior notice.

Please reflect on this for a moment before continuing with your application. If you or your family will have an issue with any of these policies, please do not sign this sheet and do not continue with your application. If you are interested in joining our Maxfield's Family, please sign below. Thank you for your time and for considering Maxfield's Inc. for employment.

I am interested in working at:

- Maxfield's Restaurant
- Maxfield's Inn
- The Depot (Deli and C-Store)
- Any place of the three

Signature

Today's Date

Pre-Interview Questions

Other than your normal schedule, if called upon to fill in for someone that call in sick, what would prevent you from being available?

How many hours are you hoping to work every week?

Would you be willing to submit to a drug screen?

You do understand our need for people on holidays, nights and weekends?

Do you have any family or friend's weddings or vacations coming up that you have to have time off for?

Do you have any visible tattoos or piercings other than your ears?

Are you a smoker?

Days / Times Available

Name

Today's Date

Please write in the times you are available to work. Keep in mind 2 out of 3 businesses run on a 24-hour schedule.

Sunday _____

Monday _____

Tuesday _____


Wednesday _____


Thursday _____


Friday _____

Saturday _____

Application For Employment

 Maxfield's Restaurant
11228 Wyman Rd.
Blanchard, MI 49310
989-427-5630

 The Depot
The Depot
1104 E. Main
Edmore, MI 48829
989-427-5256

 1106 E. Main Street
Edmore, MI 48829
Reservations:
(989) 427-8888

Personal Information

Name:		Today's Date:	
Social Security No.:	Are you 16 yrs. or older*? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 18 yrs. or older*? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Present Address:			
Phone:		Alternate Phone:	
Permanent Address:			
Are you legally eligible to work in the U.S.*?		If not, give Visa No. & expiration:	

* Maxfield's Inc. does not discriminate on the basis of age, gender, race, religion, marital status, color or nation of origin. Age is necessary to verify job eligibility & for personnel records.

Position Applying For

Title:	Salary Desired:	Date Available:
Are you employed now?	If so, may we inquire of your present employer?	
Have you ever applied to Maxfield's before?	If so, when?	
Referred by:		

Education

Grammar School (Name, City, State)	
High School (Name, City, State)	
Graduation Date:	
Business or Technical School:	
Dates Attended:	Degree, Major:
Undergraduate College:	
Dates Attended:	Degree, Major:
Graduate School:	
Dates Attended:	Degree, Major:
Special Skills:	
Activities: (civic, athletic, etc.)	

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. (Fill in name of state)
 IT IS UNLAWFUL IN THE STATE OF _____ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A
 CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE
 SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

IN CASE OF
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO.

*I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF
 ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM
 EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.
 IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY
 EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT NOTICE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT
 EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT
 MAY BE CHANGED, WITH OR WITHOUT NOTICE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT
 NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT,
 HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY
 AGREEMENT CONTRARY TO THE FOREGOING.

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

REMARKS:

NEATNESS

ABILITY

HIRED: Yes No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED: 1.

EMPLOYMENT MANAGER

DEPT. HEAD

3.

GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application
 or Employment Form is sold for general use throughout the United States. OPS assumes no responsibility for the inclusion in said form of any questions
 which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.