

**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

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
 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

Maxfield's Inc.
 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
1			
2			
3			

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.

Signature of Applicant _____

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 CAUSE, 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 CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S 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 2. 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. TOPS 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.