



Work where you can
Be the difference.

Non-negotiable Points

Thank you for inquiring about a job with Braeda® Fresh Express Cafe. Before you get started filling out the application, we want to review a few of our hiring standards. Your personal appearance and behavior directly affect the way guests feel about the quality of food, the cleanliness of the restaurant and the level of service. Because of this, we need to make sure you clearly understand our expectations if you are offered a position with Braeda®. Braeda's® primary considerations are personal safety and security, food safety, and the desired image presented to our customers and your colleagues.

- **No visible body art.**
 - All body art (such as: tattoos, tongue piercing/splitting, branding, skin implants, etc.) must be covered by a Braeda® uniform.
- **No visible piercings.** (Traditional ear piercing is allowed. No plugs/gauging. No bars.)
- **No smoking while in uniform** (on or off premises).
 - Smoke breaks are not permitted.
- **Required to submit to a background check as a condition of employment or continued employment.**
- **For each shift, all team members will arrive to work in a clean and unwrinkled Braeda® approved uniform. Shirt must be tucked in at all times.**

These requirements may be subject to accommodation under certain state or federal laws.

Equal Opportunity Employer

All qualified persons are welcome to submit applications for employment. Applicants will be selected solely on legitimate qualifications without regard to age, sex, race, color, religion, national origin, disability, marital status or any other status protected by federal or state law. We are willing to discuss reasonable accommodations for needs related to disability and religion, as such relates either to the job or the application process.

How to complete this application

Print neatly, using a blue or black pen. Carefully read the information on the application. Answer all of the questions completely. Applications that are not fully completed will not receive any consideration. Answering questions with responses similar to "will explain" or "discuss in interview" will be considered as incomplete information. If you need more space, please attach an additional piece of paper. Once you have answered the questions and read the information, sign and date the application. Return the completed application to the manager. He/she will review the application. If you have questions about the status of your application, contact the manager.

Position Applying For

Position desired:	Wage preference:	Today's Date:
How did you learn of the job opening for which you are applying? <input type="checkbox"/> Newspaper <input type="checkbox"/> School <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Ad at Braeda® <input type="checkbox"/> Poster/flyer <input type="checkbox"/> TV <input type="checkbox"/> Internet <input type="checkbox"/> Radio <input type="checkbox"/> Braeda® employee, name: _____ <input type="checkbox"/> Other: _____		

Applicant Personal Information

Legal name: Last	First	Middle
Previous names used		
Street address		
City	State	Zip
Contact phone	E-mail address (for internal use only)	
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, give Date of Birth _____ / _____ / _____		
Are you legally authorized to be employed in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you able to perform the essential duties of the position you have applied for with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any objections to not smoking while on a work shift, on company property, or in a company uniform? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of, pled guilty to or pled no contest to a crime? (Omit minor citations. A conviction will not automatically disqualify you from the job you are applying for.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in full:		
Nature of crime <small>If more than 3, attach additional piece of paper.</small>	Date of conviction	City and State in which convicted
1.		
2.		
3.		
Do you have any pending criminal charges against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe in full:		
Nature of the charges <small>If more than 3, attach additional piece of paper.</small>	Date issued	City and State where issued
1.		
2.		
3.		

Personal References (not including family members)

Please list personal references of at least two persons not related to you and for whom you have never worked for. This would be someone you are acquainted with (for example a teacher, coach, principal, friend, neighbor, etc.).

Name	Phone	Relationship to you

Availability

Check the boxes of the time periods you are available to work. If these times don't work for you, please use the space below to tell us your availability.

	Morning 7 am - 11 am	Lunch 11 am - 2 pm	Afternoon 2 pm - 5 pm	Dinner/Evening 5 pm - Close
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes on availability (we can be flexible with shift times):

When will you be able to begin work?

Number of hours desired per week:

How will you show outstanding customer service to our guests?

Special training or skills:

Have you ever worked for Runza®, Braeda® Fresh Express Cafe, or Cafe on the Square? Yes No If yes, which location?

What was your supervisor's name?

Education

Are you currently enrolled in school? Yes No

Schools Attended	School Name	City, State	Number of years attended (circle one)	Graduated (circle one)	Field(s) of Study
High School			1 2 3 4	Yes No	N/A
College			1 2 3 4	Yes No	
Other			1 2 3 4	Yes No	

Please list extracurricular activities:

Employment History (start with the most recent job)

Check this box if Braeda® would be your first job (if hired).

Company name:		Telephone: ()	
Address (street, city, state, zip):			
Name and title of supervisor:		Employed (month/year) From: To:	
Your job title and responsibilities:		Compensation (circle one)	
Reason for leaving:		Start:	Per: Hr. Wk. Yr.
		End:	Per: Hr. Wk. Yr.
Company name:		Telephone: ()	
Address (street, city, state, zip):			
Name and title of supervisor:		Employed (month/year) From: To:	
Your job title and responsibilities:		Compensation (circle one)	
Reason for leaving:		Start:	Per: Hr. Wk. Yr.
		End:	Per: Hr. Wk. Yr.
Company name:		Telephone: ()	
Address (street, city, state, zip):			
Name and title of supervisor:		Employed (month/year) From: To:	
Your job title and responsibilities:		Compensation (circle one)	
Reason for leaving:		Start:	Per: Hr. Wk. Yr.
		End:	Per: Hr. Wk. Yr.

May we contact these employers? Yes No If no, please explain why: _____

Have you had any restaurant experience not listed in the previous section? Yes No
 Please list restaurants you were employed with that are not already listed above: _____

How many jobs have you had in the past 3 years? _____

Have you had any periods of unemployment in the last 10 years? Yes No Please explain: _____

Applicant Statement and Release

EEO Policy
 This company maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operations. In compliance with federal, state, and local laws, this company hires, trains, and promotes all qualified employees without regard to race, color, sex, age, religion, marital status, citizenship, national origin, or disability.

Certifications
 I understand that if employed, my employer will be a franchisee of Runza® National, Inc. I understand that I will not have any employment relationship with Runza® National, Inc.
 I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term. I understand and agree that if I am offered a position and accept employment with this company, I will be an employee at will, that I may resign my employment with this company at any time for any reason, and that my employment may be terminated at the will of the company at any time for any reason. I also understand that any handbooks, manuals, policies, and procedures maintained by this company are not contractual in nature and may be amended or revoked at the sole discretion of this company at any time. No company official has the authority to enter into an oral contract of employment on behalf of the company.

I authorize this company and/or its agents to conduct an extensive background check on myself and verify any information obtained. This includes, but is not limited to: employment, references, credit references, criminal and civil actions, and motor vehicle driving records. I authorize all persons, organizations, agencies, departments and entities to release any information concerning my background and I hereby release all such persons, organizations, agencies, departments and entities from any and all liability for furnishing this company and/or its agents with such information. I understand that if I am offered employment with this company, any such offer is conditional upon the completion of this background check.

I certify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief, and I understand that any misrepresentation or omission of material fact on this or any other record submitted by me pertinent to employment will constitute grounds for rejection of my application or immediate dismissal.

I certify that I have read, understand and will adhere to the aforementioned statements and all company policies.

Signature of Applicant: _____ Date: _____/_____/_____

BRAEDA®
KEEPS THIS
AGREEMENT.

**AGREEMENT TO ALLOW BRAEDA® FRESH EXPRESS CAFÉ
TO CONDUCT A REFERENCE CHECK AND REQUEST CONSUMER REPORTS**

DISCLOSURE:

In connection with your application for employment, Braeda® may conduct a reference check and request a consumer report on you throughout the duration of your employment with Braeda®.

The reference check, also known as an investigative consumer report, may include information as to your character, general reputation, personal characteristics and mode of living and may include criminal, civil, credit and motor vehicle records, whichever are applicable. This information may be obtained from a variety of sources, including your previous employers and references supplied by you or others. You have the right to request, in writing, within a reasonable time, that we supply you with the sources of such information.

The consumer report will be prepared by an independent background and credit-reporting agency. The consumer report may include, but is not limited to criminal, civil, credit and motor vehicle records, employment, education, social security verification, and any other public records and information bearing on employment suitability, character, general reputation, personal characteristics and trustworthiness. If Braeda® actually takes an adverse action against me that is based on information contained in a consumer report, Braeda® will notify me of the following: (1) the adverse action taken; (2) that the decision to take adverse action was based in whole or in part on information contained in a consumer report; (3) the name, address and phone number of the reporting agency from which the consumer report was obtained; (4) that the reporting agency did not make the decision to take adverse action against me and cannot provide specific reasons why it was taken; (5) notice of my right to obtain a free copy of my consumer report within sixty (60) days; and (6) notice of my right to dispute the accuracy or completeness of the information in my consumer report with the reporting agency.

AUTHORIZATION:

I have read and understand that Braeda® Fresh Express Café may conduct a reference check and procure a consumer report on me at any time throughout the duration of my employment. I acknowledge that a summary of my rights under the federal Fair Credit Reporting Act (FCRA) is attached to this Agreement for my review.

By signing the release below, I hereby authorize Braeda® to contact any and all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, and military services to release information about my background including, but not limited to, information about employment, education, consumer credit history, driving record, criminal record and general public records history to Braeda®.

I release from all liability all persons, companies, schools supplying such information. I indemnify Braeda® against any liability, which may result from making such requests. This release shall remain in effect for the length of my employment. I understand I may have a right to request additional disclosures regarding the nature and scope of the investigation.

I believe to the best of my knowledge that all information I have provided is accurate, true and correct and that I fully understand the terms of this release. I give Braeda® Fresh Express Café permission to conduct these background checks and/or consumer reports.

PRINT CLEARLY

FULL Name as Spelled on Driver's License:

First Name: _____ Middle Name: _____ Last Name: _____

Other names used: _____

Current Street Address: _____

City/State/Zip: _____

Social Security #: _____ - _____ - _____

Driver's License Number & State: _____

(Signature of Applicant)

(Date)

A Summary of Your Rights Under the Fair Credit Reporting Act

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy information in the files of every “consumer reporting agency (CRA). Most CRA’s are credit bureaus that gather and sell information about you-such as if you pay your bills on time or have filed bankruptcy-to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA give you specific rights as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your files has been used against you.** Anyone who uses information from a CRA to take action against you-such as denying an application for credit, insurance, or employment-must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At our request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every 12 months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to \$8.00.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that our file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA’s-to which it has provided the data-of any error.) the CRA must give you a written report of the investigation, a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If you dispute the results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give a written notice telling you it has reinstated the item. The notice must include the name, address, and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone-such as a creditor who reports to the CRA-that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than 7 years old; 10 years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for 2 years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violated the FCRA, you may sue them in State and Federal court.

More Information on back of page.

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The FCRA give several different Federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRA's, creditors and others not listed below	Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 202-326-3761
National banks, Federal Branches/agencies of foreign banks (word “national” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20210 800-613-6743
Federal Reserve System member banks (except National banks and Federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings association and Federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal Credit unions (words “Federal Credit Union” appear in institutions name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board of Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051