

OrrKids Bike Shop, Inc.

P.O. Box 333

Mackinac Island, MI 49757

906.847.3772

906.847.3611 (fax)

Web site: www.mackinacbikes.com

E-mail: bike@mackinacbikes.com

Employment Application Information

Thank you for expressing an interest in working for the OrrKids Bike Shop, Inc. Please complete this application, detach the form, and return to us at the address shown above. You may keep the first page for your records. Please note your earliest (spring) and latest (fall) work dates. These dates are extremely important as they will become part of your employment contract should employment be offered.

APPLICATION: Even though you have already submitted a resume, or worked for us before, you must complete this application for employment. All employees must be at least 18 years of age.

POSITIONS: The following are positions available at the OrrKids Bike Shop, Inc.: Clerk, Bike Mechanic. Employees are assigned to positions based on skills and availability. We reserve the right to transfer employees at any time to any position, including those with lower pay rates, at our sole discretion. No guarantees of wages, income, or employment are given, or inferred, except those specifically set forth in writing in an employment agreement.

MEALS & LODGING: Meals and lodging are available to employees at a nominal fee. No co-ed, married, or housing for pets is available. Management will assign rooms and roommates. Housing prices vary depending on room assignment. A security deposit, a key deposit, and two weeks advance rent are due at the time of move in. Specific rent amount will be determined at time of employment. Meals are offered in the restaurant at specific times and some items are at a discount. You may also arrange for your own housing; however, housing is very limited on Mackinac Island. You are not required to live in our housing.

MAIL & PHONE CALLS: When you arrive on Mackinac Island you will need to stop by the post office and either sign up for General Delivery mail or rent a post office box (\$17/yr. approximately). We do not accept mail for employees. There are public phones in the restaurant and other places where you may make outgoing phone calls. Please urge your friends and family that these are business phones and that they should not call you at work unless it is absolutely necessary. In the event that you receive an emergency phone call, we will notify you as quickly as possible.

PAYCHECKS: Paychecks are issued every other Friday in the personnel office between 10 AM & 3 PM.

SALARIES: Federal and State Minimum Wage Laws govern wages. Wages will be covered in the employee agreement.

SCHEDULES: OrrKids Bike Shop, Inc. is open 7 days a week from 7:30 AM to 9 PM. All employees are required to work whenever they are scheduled to work, which may mean working 7 days a week at times.

HOUSING RULES & REGULATIONS:

Fire safety rules are STRICTLY ENFORCED.

You must supply your own bedding and cleaning supplies. It is your responsibility to keep your room neat and clean. Only Orr Enterprise employees are allowed in Orr Housing.

Use of all illegal and/or illegally obtained legal drugs is not permitted on Orr properties. Users will be immediately terminated. OrrKids Bike Shop, Inc. cooperates fully with all law enforcement agents.

UNIFORMS & GROOMING: OrrKids Bike Shop, Inc. supplies uniform shirts for most positions. If you are required to wear a uniform shirt, you will need to supply pants/shorts or skirts in khaki. Shorts and skirts may not be more than 3 inches above the knee. Shoes must be close toed. Tennis shoes are permitted.

FEMALE: Make up should be tastefully applied and not excessive. Hair should be conservative and neat.

MALE: Hair should be collar length and neat. NO facial hair. An existing neatly trimmed mustache is acceptable. No handlebar mustaches.

GETTING TO THE ISLAND: Mackinac Island is located just 5 miles from shore in the Straits of Mackinac which connects Lake Michigan and Lake Huron. Mackinaw City and St. Ignace are the two closest mainland towns located on I-75. Plane service is offered to Pellston and charter planes may be taken to Mackinac Island. Bus service stops in Mackinaw City and St. Ignace. Ferry service is offered to and from both cities. In early spring the last boat to the island is at 3:45 PM. Parking for your vehicle is available in either St. Ignace or Mackinaw City since no motorized vehicles are allowed on Mackinac Island. Bicycle, walking, or horse-drawn taxi are the forms of transportation.

RECREATION: Mackinac Island offers a wide variety of recreational activities for your enjoyment when not at work. There are three golf courses and lots of historical buildings to visit. Bicycling, swimming, and walking trails are popular.

CHURCHES: There are four churches on Mackinac Island: Ste. Anne's Catholic Church, Trinity Episcopal Church, Little Stone Church, and the Bible Church.

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We are an equal opportunity employer and do not unlawfully discriminate in employment. No questions on this application are used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Although this application may be given consideration, its receipt does not imply that there are open positions or that the applicant will be employed by the OrrKids Bike Shop, Inc. The OrrKids Bike Shop, Inc. reserves the right to withdraw this application at any time without responsibility for any actions taken or expenses incurred by the applicant. This application must be filled out completely and signed even if a resume is attached.

Answer all questions. You will not be considered for a position at the OrrKids Bike Shop, Inc. until we have received this application completely filled out and signed by you. Please be specific on your dates of availability between mid-April and November. Qualified applicants available for the whole season will be given first consideration.

_____	_____	_____
Name (as it appears on Social Security card)	Today's Date	E-mail
_____	_____	_____
Permanent Address	Current Address	
_____	_____	_____
City, State, Zip	City, State, Zip	
_____	_____	_____
Permanent Phone Number	Current Phone Number	

EMPLOYMENT REQUEST:

Position Applied For: _____

How did you hear about us? _____

Have you applied with us before? _____

Have you worked on Mackinac Island before? _____ Where? _____ May we contact them? _____

Why are you not returning? _____

Please list any friends or relatives that work for us. _____

Will you require housing? Y N male female (no co-ed housing available) Non-smoking Y N (if available)

Available dates for employment. OrrKids Bike Shop, Inc. employs personnel from mid-April to early November. Please list your first available date (spring) and last available date (fall):

_____	_____
Spring	Fall

PERSONAL INFORMATION:

Are you at least 18 years of age? YES NO If hired, what size shirt will you need? _____

Social Security Number _____

Are you legally authorized to work in the USA? _____

(You will be required to provide documentation and to complete Naturalization "Form I-9")

Do you have any commitments or activities that would restrict dates and times that you would be available to work?

YES NO If yes, explain _____

Emergency Contact: _____ Relationship: _____ Phone: _____

Have you been convicted of a crime in the last 7 years? _____ If yes, please explain. _____

OrrKids Bike Shop is open 7 days a week from 7:30 AM to 9:00 PM. You may be required to work split shifts and more than 40 hours/week.

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EDUCATION:

Grammar School	City	State	Highest Grade Completed	_____
High School	City	State	Highest Grade Completed	9 10 11 12 Year graduated?
College/University	City	State	Number of years completed	1 2 3 4 Year graduated?
Trade/Business/Other	City	State	Number of years completed	1 2 3 4 Year graduated?

Business or trade school course studied? _____ College or university course studied? _____

List any computer software, office equipment, or other equipment you can run proficiently.

List any skills, licenses, certificates, and/or other qualifications

REFERENCES:

List name, address, phone number, and years known of two personal references. Do not list employers.

1. _____ Years known _____

2. _____ Years known _____

EMPLOYMENT HISTORY:

Employer: _____ Position Held: _____
Address: _____
Phone number _____ Supervisor _____
Dates of employment: From _____ to _____ Salary _____ per _____
Job Summary: _____
Reason for leaving: _____ May we contact them: _____

Employer: _____ Position Held: _____
Address: _____
Phone number _____ Supervisor _____
Dates of employment: From _____ to _____ Salary _____ per _____
Job Summary: _____
Reason for leaving: _____ May we contact them: _____

Employer: _____ Position Held: _____
Address: _____
Phone number _____ Supervisor _____
Dates of employment: From _____ to _____ Salary _____ per _____
Job Summary: _____
Reason for leaving: _____ May we contact them: _____

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AUTHORIZATION AND WAIVER:

I hereby authorize OrrKids Bike Shop, Inc. to contact, obtain, and verify the accuracy of information contained in this application form from all previous employers, educational institutions, and references. I also hereby release from liability the OrrKids Bike Shop, Inc. and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of the OrrKids Bike Shop, Inc. not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for reasonable accommodations as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

In the event of my employment, I will comply with all rules, regulations, policies, and communications directed to employees. I agree that the contents of any room, office, work space, desk, locker, housing, or other property of the OrrKids Bike Shop, Inc. that I may be using and of my person and any of my own property I bring onto OrrKids Bike Shop, Inc. or Orr Properties premises including without limitations packages, suitcases, trunks, backpacks, briefcases, and purses) may be inspected by OrrKids Bike Shop, Inc. at any time, and I waive and promise not to make any claims against OrrKids Bike Shop, Inc. (or its employees or agents) relating to such inspections. I understand that if I refuse to permit inspection, I will be terminated by OrrKids Bike Shop, Inc. immediately.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions and that my statements are true and complete.

Date: _____

Signature: _____

Print Name: _____

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