

Bike Friday -Employment Application

Date:_____ Position Applied For: _____

Referred By:_____ Date Available for Work:_____

Instructions: Please read carefully.

To increase your chances of employment at Bike Friday, we encourage you to write neatly, check spelling and complete ALL requirements listed below.

Employment Application Checklist:

In order to process your application, we must receive the following:

- ✓ **Handwritten Qualifications Brief**
- ✓ **Resume detailing your work history and education**
- ✓ **3 references (1 must be work related)**
- ✓ **Complete questions on page 2 – 3**
- ✓ **Please supply a picture of something you've made that you're proud of (appropriate to the position you are applying for).**

Please print and use a pen. Your qualifications will be carefully reviewed, and you will be given thorough considerations for any suitable vacancy. Upon employment, this application will become part of your permanent employment record.

We are an equal opportunity employer. This company does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, sexual orientations, citizenship, age, marital status, disability, or any other illegal basis.

Green Gear Cycling, Inc. / Bike Friday reserves the right to perform criminal background checks on all prospective employees, and credit background checks on prospective employees for specific positions, after a job offer has been made and prior to the commencement of employment.

You may request assistance in completing this application.

Personal:

Name:_____ Email:_____

Address_____ City:_____ St:___ Zip:_____

Telephone () _____ Cell Phone() _____ Fax() _____

Social Security #:_____ Are you legally entitled to work in the US? yes no

If younger than 18, state age here _____ List name & phone of guardian _____

Have you ever been convicted of a felony? yes no If yes, explain _____

General Employment Information :

Do you have any relatives currently working at Green Gear Cycling, Inc. / Bike Friday? yes no

If yes, who? _____

Wages expected: \$_____ per_____

How many hours per week are you available to work? _____

Type of employment sought (please circle)? Full Time Part Time Temporary On Call

Are you able and willing to perform all the essential functions of this job, including travel if necessary(please circle)? yes no don't know

If no, indicate reason (please circle) Need More Training Need Different Hours

Other (explain):_____

Qualifications Brief

Include a hand-written qualifications brief that tells us about how your life has prepared you for employment at Bike Friday and how you see Bike Friday fitting into your life.

Resume

Please attach resume detailing work history, education and/or military service.

References

Please list three references. We would like to talk to people who are not relatives, who know you through work or life experiences. You may include former employers, coaches, teachers, clergy, etc. We require at least one reference that is work related.

Questions

Please answer these questions to the best of your ability. Use an additional sheet if necessary.

1. Please describe your attraction to this position.
2. Briefly describe which of your skills you plan to use at Bike Friday.
3. Please describe a work situation in which you felt overwhelmed. How did you deal with it?
4. What one task at Bike Friday would you least like to have assigned to you? Why?
5. What personal habit or trait would you most like to improve? Why?

6. Describe a system you use in your daily life and how it came about.
7. Describe a conflict that you had with a coworker and how you resolved it.
8. How comfortable are you with a computer? List the applications you are familiar with.
9. If you were to be hired by Bike Friday, how long do you expect to work here?
10. Please give us an idea of what is the right amount of compensation that you would expect.
11. Do you have limits on the number of hours you can work in a week? What do you feel is reasonable?
12. If everything was going your way and you were living your dreams, what would you be doing?

Conditions of Employment

1. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
2. I understand that I may be required to work overtime as a condition of being employed here.
3. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand I am an employee at will, and that this application is not a contract of employment with Green Gear, and that my employment and compensation can be terminated, with or without cause, at anytime, at the option of either Green Gear or me. I understand that no representative of Green Gear has any authority to enter into any verbal agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing and that no document, policy, or practice of Green Gear may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and an officer of Green Gear Cycling Inc.
4. I understand that I may be required to submit to a pre-employment, and post-employment test for fitness, honesty and/or substance abuse, if not prohibited by law.
5. I understand that I may be required to sign a non-disclosure and/or non-compete agreement as a requirement of my employment.
6. Upon separation of employment, I authorize Green Gear to withhold from my final paycheck any monies owed to them by me.

Signature _____

Date _____

Please fax, email or snail mail your completed application to us at:

Bike Friday
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Eugene, OR 97402
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jobs@bikefriday.com