



**CTX Confectionary LLC DBA Kilwins**  
**120 W 8<sup>th</sup> St.**  
**Georgetown, TX**

<https://www.kilwins.com/georgetown>

### Employment Application

#### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

#### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email completed applications to: [georgetown@kilwins.com](mailto:georgetown@kilwins.com)**

Name: \_\_\_\_\_

Number of hours you expect to work each week: \_\_\_\_\_

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9-10:00							
10-11:00							
11-Noon							
Noon-1							
1-2:00							
2-3:00							
3-4:00							
4-5:00							
5-6:00							
6-7:00							
7-8:00							
8-9:00							
9-10:00							
10-11:00							
11- mid.							

**Cross off the times that you are unavailable to work with an “X”**

**Mark the times that you would prefer to work with a “P”**



## RETAIL TEAM MEMBER

### JOB SUMMARY

Responsible for providing excellent customer service, preparing products, restocking inventory, accepting payments, making change, and performing general cleaning duties in the retail store. Will receive training in customer service techniques, sales suggestions, cleaning/health standards, and general retail store procedures.

### ESSENTIAL FUNCTIONS

1. Provide integrity, honesty and knowledge that promotes the culture, values and purpose of Kilwins Brand.
2. Engage and connect with every customer by providing excellent customer service and brand knowledge.
3. Answer customer questions and makes sales suggestions.
4. Answer the phone and take phone orders.
5. Be able to provide knowledge of Kilwins history and products.
6. Perform general cleaning duties.
7. Follow proper opening and closing procedures.
8. Effectively operate point of sale system (cash register).
9. Merchandise and maintain displays according to Kilwins Brand Standards.
10. Prepares/makes waffle cones.
11. Create and serve quality chocolates, fudge, and ice cream for others to enjoy.
12. Have fun.

### KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to operate transactions in an accurate manner.
2. Ability to communicate effectively and work well with others.
3. Must be customer service oriented with outstanding personality and manners.
4. Ability to follow directions/instructions.

### EDUCATION AND EXPERIENCE

1. Previous sales experience is helpful, but not necessary.

### PHYSICAL REQUIRMENTS/WORK ENVIRONMENT

1. Must be able to lift 40 pounds.
2. Must be able to stand for long periods of time