



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

NAME (Last Name First) _____ Date _____

PRESENT ADDRESS _____ Apt. No. _____

Date of Birth _____

PHONE _____

Can you provide proof of age if hired? _____

DESIRED EMPLOYMENT

POSITION _____ Date Can Start _____ Expected Pay _____

Are you Employed Now? _____ If so, may we inquire of your present employer? _____

Who or what referred you to this company? _____

EDUCATION

SCHOOL MOST RECENTLY ATTENDED _____

HIGH SCHOOL _____ CITY/STATE _____ Graduate? _____

COLLEGE _____ CITY/STATE _____ Graduate? _____

No. of Years Attended _____ Courses _____

TRADE, BUSINESS or CORRESPONDENCE SCHOOL _____

No. of Years Attended _____ Courses _____

FORMER EMPLOYERS

Please list your former employers, starting with the most recent one first. Attach resume if available.

Present or Last Employer _____

Address _____ Phone _____

Start Date _____ Leave Date _____ Job Title or Position _____

Wage _____ Supervisor _____ May we Contact? _____

Reason for Leaving _____

Employer _____

Address _____ Phone _____

Start Date _____ Leave Date _____ Job Title or Position _____

Wage _____ Supervisor _____ May we Contact? _____

Reason for Leaving _____

REFERENCES

Give the names of three persons you are not related to whom you have known at least one year.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>YEARS ACQUAINTED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GENERAL

Have you been convicted of a felony within the last 5 years? _____ If yes, explain _____

Are you available to work during spring break, Christmas break, Thanksgiving weekend, summer break and/or other holiday and vacation periods? _____

Are you available to work weekend and/or evening shifts? _____

How many hours per week would you like to work? _____

What hours are you available and willing to work? What hours are you NOT available to work? (May put "anytime" or "none")

	<u>AVAILABLE</u>	<u>NOT AVAILABLE</u>
Monday	_____ to _____	_____ to _____
Tuesday	_____ to _____	_____ to _____
Wednesday	_____ to _____	_____ to _____
Thursday	_____ to _____	_____ to _____
Friday	_____ to _____	_____ to _____
Saturday	_____ to _____	_____ to _____
Sunday	_____ to _____	_____ to _____

If hired, when can you begin work? _____

What transportation will you use to get to work? _____

EMPLOYMENT TEST (no calculators please)

54
x45

54.32
- 23.45

32
- 37

668
322
416
591
+ 819

- A. A customer states that he was shorted in change by receiving only 23 cents change from 3.00 dollars instead of 32 cents. How would you handle this?

- B. Which is more important to you as far as a food establishment is concerned: a great product or quick, friendly service?

- C. What would you think to be the most important qualities of an *Espresso Americano* employee?

- D. You are working alone and are scheduled to leave at 5:00 pm. The worker who is scheduled to replace you at 5:00 pm has not called nor arrived. What would you do?

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

_____ Date

_____ Signature