



# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Present address (street, city, state, zip): \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Are you 16 or over?  Yes  No

If you are under 18, can you furnish a work permit?  Yes  No

Are you legally authorized to work in the U.S.? (*Proof of eligibility will be required upon employment*)  Yes  No

What position are you applying for? \_\_\_\_\_

How did you hear about the position for which you are applying? \_\_\_\_\_

Why are you interested in working for **GLOBAL COFFEE CO.** \_\_\_\_\_

What is your pay expectation? \_\_\_\_\_ When could you start? \_\_\_\_\_

What planned vacations or extended time off do you need in the next three to six months? \_\_\_\_\_

If applying for a retail position, at which store are you interested in working? \_\_\_\_\_

• What is your second and third choice? \_\_\_\_\_

How long would you like to work @ **GLOBAL COFFEE CO.** \_\_\_\_\_

## AVAILABILITY

Please indicate when you are available to work each day of the week (For example: From 5:30 AM To 11:00 AM). If you are unable to work on a particular day please indicate 'not available'.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
From							
To							

## PROFESSIONAL REFERENCES

Please provide contact information for present or previous supervisors (not related to you).

NAME	RELATIONSHIP	YEARS ACQUAINTED	PHONE	EMAIL

## EDUCATION

	NAME AND LOCATION	YEARS COMPLETED	DEGREE	MAJOR
HIGH SCHOOL				
COLLEGE				
OTHER				

## EMPLOYMENT HISTORY

List your last three employers, starting with the most recent. You may also include non-paid volunteer experience or extracurricular activities. Please complete this section even if you attach a resumé.

DATES EMPLOYED	COMPANY NAME, ADDRESS, PHONE NUMBER	POSITION	PAY	REASON FOR LEAVING

Have you been employed with **GLOBAL COFFEE CO.** before?  Yes  No

If yes, please state where, and your reason for leaving: \_\_\_\_\_

Have you ever been dismissed or forced to resign from employment?  Yes  No

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

\_\_\_\_\_

## APPLICANT CERTIFICATION

- I hereby certify that I have not knowingly withheld or misrepresented any information pertaining to my application for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of time elapsed before discovery. I understand and agree that if employed, my employment with **GLOBAL COFFEE CO.** is at-will and can be terminated either by me or the company at any time, with or without cause or advance notice.
- I understand **GLOBAL COFFEE CO.** provides reasonable accommodation to assist in the hiring process and performance of essential job functions as required by applicable federal, state and local laws, and if I have any questions or need for accommodation, I will communicate them to the hiring manager.
- I understand that any offer of employment may be contingent upon the successful completion of a background check. That may include criminal and/or credit checks.
- I hereby authorize **GLOBAL COFFEE CO.** to investigate my references and authorize all relevant information.

Signature \_\_\_\_\_

Date \_\_\_\_\_