



APPLICATION FOR EMPLOYMENT

Coffee Break Cafe Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.

PERSONAL INFORMATION (Please Print)

Name: Last First Middle Date (M/D/Y)

Other names you are known by: _____ Are you over 18 years of age? Yes _____ No _____ (Coffee Break Cafe is required to comply with federal or state law.)

Are you legally eligible for employment in the U.S.? Yes _____ No _____ (Proof of U.S. citizenship or immigration status will be required if hired for the position.)

Have you been convicted of a felony in the last seven years? Yes _____ No _____ (A conviction will not necessarily bar you from employment.)

Address: Street City State Zip Code

Phone Number: _____ Other (mobile, pager, etc.): _____ Referred by: _____

EMPLOYMENT DESIRED (If you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)

Position: _____ Location: _____ Salary Desired: _____ Date Available to Start: _____

Specify Hours Available for Each Day of the Week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Have you ever worked for Coffee Break Cafe Inc. before? _____ If yes, when? _____ Which store? _____

Do you have reliable transportation? Yes _____ No _____ Position requires lifting at least 30 lbs. Do you meet this requirement? Yes _____ No _____

EDUCATION

High School, College, Business or Trade School Attended (Name and Location)	# of Years Completed	Major/Minor Subject Studied	Did You Graduate?
High School	1 2 3 4		Y N
College	1 2 3 4		Y N
Business or Trade School	1 2 3 4		Y N

Please list skills relevant to the position you are applying for. _____

Have you ever visited a Coffee Break Cafe location before today? If so, please specify the location and describe your experience.

What do you like about coffee? _____

Why do you want to work at Coffee Break Cafe? _____

Describe, in detail, a specific time you provided excellent customer service. Why was it effective? _____

PREVIOUS EMPLOYMENT

Please use this section to describe your work experience, starting with your most recent, or current employer. Please complete even if you attach a resume.

Dates Employed	Employer Information	Employment Type	Salary Information	
From	Address & Phone Number	Type of Business	Starting	Ending
To		Job Title	If hourly, number of hours per week	
Full or Part Time?	Supervisor's Name and Title	Duties		
Reason for Leaving				

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Reason for Leaving				

REFERENCES

Please list the names of three professional references, whom you have known at least one year.

Name	Address & Phone Number	Business	Years Known
1.			
2.			
3.			

I hereby authorize Coffee Break Cafe to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Coffee Break Cafe to provide any relevant information regarding my current and/or previous employment and I release all persons, schools and employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality agreement should I become an employee of Coffee Break Cafe. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate that there is a position open and does not obligate Coffee Break Cafe to hire me. I understand and agree that employment is at will, and that is to mean that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my own, or Coffee Break Cafe's option. This application is current for 60 days. If you have not heard from the employer and still wish to be considered for employment, it will be necessary to submit a new application.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date