

Application for Barista/Cafe Employment



Johnson City Coffee Co. (JCCO) 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, state or local law.

PERSONAL INFORMATION (Please print)

Name Last First Middle Date
 _____ / ____ / ____

Other names you are known by: _____ Less than 16 yrs of age? Y N
(JCCO is required to comply with federal, state or local law.)

Social Security Number: _____ Driver's Lic#: _____ State: _____

Are you legally eligible for employment in the U.S.? Y N (All new hires will be required to provide proof of eligibility to work in the US.)

Have you been convicted of a crime in the last seven years? Y N
If Yes, list convictions that are a matter of public record. A conviction will not necessarily disqualify you for employment.

Email address: _____
 Present Address Street City State Zip

Phone number Daytime Evening Referred by

EMPLOYMENT DESIRED

Number of hours per week desired: _____ Date you can start: ____ / ____ / ____

Specify hours available for each day of the week, within the hours of operation shown:

Sunday 7am-6pm	Monday 6am-6pm	Tuesday 6am-6pm	Wednesday 6am-6pm	Thursday 6am-6pm	Friday 6am-8pm	Saturday 7am-8pm

EDUCATION

Name and City/State of School	Circle Last Years Completed	Did You Graduate?	Degrees Received
High School	1 2 3 4	Y N	
College	1 2 3 4	Y N	
Post College	1 2 3 4	Y N	
Trade, Business or Correspondence School	1 2 3 4	Y N	

Do you drink coffee? (This is not a job requirement.) Y N

If so, what coffee shops do you visit? _____

Why would you like to work for Johnson City Coffee Co? _____

Describe a specific situation where you have provided excellent customer service in a previous position. Why was this effective?

WORK EXPERIENCE

List below current and former employers, starting with most recent one first. Feel free to include any non-paid/volunteer positions.

1. From: ___/___/___ Employer Name and address Pay Rate Position Reason for Leaving
 To: ___/___/___

Supervisor's Name Phone # May we contact?

2. From: ___/___/___ Employer Name and address Pay Rate Position Reason for Leaving
 To: ___/___/___

Supervisor's Name Phone # May we contact?

3. From: ___/___/___ Employer Name and address Pay Rate Position Reason for Leaving
 To: ___/___/___

Supervisor's Name Phone # May we contact?

REFERENCES

Give below the names of three references, at least one of whom is a professional reference.

Name	Address & Phone Number	Business	How do you know this person?
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1. _____

2. _____

3. _____

I hereby authorize Johnson City Coffee Co. (JCCO) to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current and previous employers and organizations contacted by JCCO 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 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 there is a position open and does not obligate JCCO to hire me. **I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or JCCO at any time without prior notice for any reason.**

Date ___/___/___ Signature _____