



APPLICATION FOR EMPLOYMENT

Please complete entire application to ensure processing.

PERSONAL INFORMATION (Please print)					
Name	Last	First	Middle	Social Security/Social Insurance Number	Date (M/D/Y)
Other names you are known by _____ Are you less than 18 years of age? Yes _____ No _____ (Cold Spoon is required to comply with federal, state, or provincial law.)					
U.S. Applicant Only: Are you legally eligible for employment in the U.S.? Yes _____ No _____ (All new hires will be required to provide proof of eligibility to work in the U.S.)			Have you been convicted of a crime in the last seven (7) years? Yes _____ No _____ If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.		
Present Address	Street		City	State/Province	Zip Code/Postal Code
Permanent Address	Street		City	State/Province	Zip Code/Postal Code
Phone Number	Email		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/Department	Wages Desired			Date You Can Start		
Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you able to work Weekends / Holidays? _____							

EDUCATION		Circle Last Years Completed	Did You Graduate?	Subjects Studied and Degrees Received
	Name and Address of School			
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	

List skills relevant to the position applied for _____

SKILLS For Office/Administrative positions only Typing WPM: _____ 10-Key: ☐ Yes ☐ No

Computer Proficiency: ☐ Word for Windows ☐ Excel ☐ Others: _____

How did you hear about us? _____

What do you like about coffee & yogurt? _____

Why would you like to work for Cold Spoon Coffee & Greek Yogurt ? _____

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? _____

FORMER EMPLOYERS <i>List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.</i>					
Date (M/D/Y) _____					
1	From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
	Duties Performed				
Supervisor's Name		Phone Number		May We Contact?	
2	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
	Duties Performed				
Supervisor's Name		Phone Number		May We Contact?	
3	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
	Duties Performed				
Supervisor's Name		Phone Number		May We Contact?	
4	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
	Duties Performed				
Supervisor's Name		Phone Number		May We Contact?	
REFERENCES <i>Give below the names of three professional references, whom you have known at least one year.</i>					
Name		Address & Phone Number		Business	Years Acquainted How Do You Know This Person?
1					
2					
3					
<p>I hereby authorize Cold Spoon 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 Cold Spoon to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, 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 and/or non-compete agreement, should I become an employee of Cold Spoon Coffee & Greek Yogurt. 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 Cold Spoon to hire me. (U.S. APPLICANTS ONLY: 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 Cold Spoon at any time without prior notice for any reason.</p>					
Date _____ Signature _____					

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO HIRING A DIVERSE WORKFORCE.