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| **PERSONAL INFORMATION** | | | | |
| ***First Name*** | | | ***Middle Initial*** | ***Last Name*** |
| ***Email Address*** | | | | |
| ***Street Address*** | | | | |
| ***City*** | ***State*** | ***Zip*** | | ***Phone Number*** |
| ***Are you over 18 years old?*** Yes 🗖 No 🗖 | | | ***Are you authorized to work in the U.S.?*** Yes 🗖 No 🗖 | |
| ***How did you learn of this opening?*** | | | | |
| ***Have you worked here before?*** Yes 🗖 No 🗖 | | | ***Email Address*** | |

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| **POSITION INFORMATION** | | |
| ***Position Applied For:*** | ***When can you start?*** | ***Are there any hours/days you cannot work?*** |
| ***Shift(s) available to work:*** 🗖Part Time 🗖Full Time 🗖Sun 🗖Mon 🗖Tue 🗖Wed 🗖Thu 🗖Fri 🗖Sat 🗖Sun  🗖 Morning 🗖 Afternoon 🗖 Evening ***State Specific Hours****:* | | |
| ***What is your salary expectation for the position being applied for?*** | | |

|  |  |
| --- | --- |
| **RELEVANT EDUCATION** | |
| ***Name & Address of School*** | ***Diploma/Degree/Certification Received*** |
| ***Name & Address of School*** | ***Diploma/Degree/Certification Received*** |
| ***Name & Address of School*** | ***Diploma/Degree/Certification Received*** |
| ***In addition to your work history (next page), what other experiences, skills, qualifications, special study, or research work would especially fit you for work with our company?*** | |

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| **WORK HISTORY** | | | | |
| ***Most Recent Employer*** | ***Dates of Employment*** | | | ***Job Title*** |
| ***Address*** | | | | ***Phone Number*** |
| ***Supervisor’s Name*** | | ***Supervisor’s Email Address*** | | |
| ***Reason for Leaving*** | | | ***May we contact employer?*** Yes 🗖 No 🗖 | |
| ***Prior Employer*** | ***Dates of Employment*** | | | ***Job Title*** |
| ***Address*** | | | | ***Phone Number*** |
| ***Supervisor’s Name*** | | ***Supervisor’s Email Address*** | | |
| ***Reason for Leaving*** | | | ***May we contact employer?*** Yes 🗖 No 🗖 | |
| ***Prior Employer*** | ***Dates of Employment*** | | | ***Job Title*** |
| ***Address*** | | | | ***Phone Number*** |
| ***Supervisor’s Name*** | | ***Supervisor’s Email Address*** | | |
| ***Reason for Leaving*** | | | ***May we contact employer?*** Yes 🗖 No 🗖 | |
| ***Prior Employer*** | ***Dates of Employment*** | | | ***Job Title*** |
| ***Address*** | | | | ***Phone Number*** |
| ***Supervisor’s Name*** | | ***Supervisor’s Email Address*** | | |
| ***Reason for Leaving*** | | | ***May we contact employer?*** Yes 🗖 No 🗖 | |
| ***Is there any additional information you would like us to know?*** | | | | |

APPLICANT’S CERTIFICATION AND AGREEMNT

I certify that my entries on this application are true and correct and hereby authorize verification of it. I also authorize my former employers and educational institutions to give any work-related information they may have regarding me. If upon investigation, anything contained in this application is found to be untrue, or if any material statement is omitted, I understand that I may be subject to discharge any time during the period of my employment.

I agree to Background check, medical exams, etc. as required if I am hired by 3rd Place Coffee.

I understand that 3rd Place Coffee has zero tolerance for drugs in the workplace and agree to abide by their Drug Free Workplace Policy.

I agree to immediately advise 3rd Place Coffee about any agreement that I have with my current employer not to solicit employees or customers of any of my former employers. If I am hired by 3rd Place Coffee, I shall not take or utilize any “trade secrets” of any of my former employers (as is defined under California law).

*In consideration of my employment, I agree to conform to the rules and regulations of 3rd Place Coffee. I understand that my employment with 3rd Place Coffee is at will. The relationship between the employee and 3rd Place Coffee is for an unspecified term and considered employment at will. This means that the terms and conditions of employment may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Status as an at will employee cannot be changed. The employment relationship with any employee can be terminated at will, either by the employee or 3rd Place Coffee, with or without cause or advance notice. I further understand that no supervisor or manager of 3rd Place Coffee has any authority to enter into any agreement for employment, written or verbal, or to make any agreement contrary to the foregoing, except in writing by the President of the Company and me.*

I understand that to execute this job successfully I must be able to perform each essential duty satisfactorily. The requirements listed on the attached job description are representative of the knowledge, skill, and/or ability required. I understand that a reasonable accommodation may be provided as necessary. I agree that my below signature attests that I am able to perform the job as outlined.

Signature of Applicant Date

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| **APPROVAL TO HIRE SIGNATURES** | | |
| ***Supervisor/Manager Name*** | ***Signature*** | ***Date*** |
| ***Owner Name***  John Sahagian | ***Signature*** | ***Date*** |

3rd Place Coffee is an Equal Opportunity Employer