

# Munchies Coffee

136 N. Valencia Blvd.  
Woodlake, CA 93286



## APPLICATION FOR EMPLOYMENT

We are an "at-will," equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, age, sex, religion, disability, medical condition, national origin, marital status, or any other unlawful basis.

PERSONAL INFORMATION				
NAME (Last, First, Middle)	HOME PHONE	OTHER PHONE	EMAIL ADDRESS	
STREET ADDRESS	CITY	STATE	ZIP CODE	
Have you ever been employed or attended school under another name? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If yes, please provide other name(s):				
If hired, can you provide evidence of your identity and eligibility to work in this country? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If hired, would you have a reliable means of transportation to and from work? <input type="checkbox"/> YES <input type="checkbox"/> NO				

POSITION INFORMATION	
POSITION DESIRED	DATE AVAILABLE TO BEGIN WORK
EMPLOYMENT DESIRED	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Special Project (Seasonal work or other) If you are applying for part-time or special project work, please describe your availability. _____	
Have you ever applied to this organization before? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, when?	
Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Would you be available to work overtime if necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EDUCATION					
	Name of School	City and State	Dates	Level Completed	Degree / Diploma / Certification
High School				9 10 11 12	
College				1 2 3 4	
College				1 2 3 4	
Vocational Training					

Describe below how your educational experiences relate to the position for which you are applying at Munchies Coffee.

## SKILLS

Please check any boxes corresponding to skills you possess

Typing WPM \_\_\_\_\_

10 key by Touch / Sight (circle)

Computer \*

Bilingual \_\_\_\_\_

Other \_\_\_\_\_

Switchboard \*

Word Processing \*

Spreadsheet \*

\* Name the specific software/equipment used

_____
_____
_____
_____

Do you have any other experience, training, qualifications, accomplishments or skills which you feel make you especially suited for the position? If so, please explain.

**FORMER EMPLOYERS** List below your employment history for the past 10 years, or your last three employers or period of unemployment, (whichever is greater) starting with the most recent position. You may attach an extra sheet of paper if more room is needed.

Name and Address of Employer	Telephone Number	Dates of Employment (From/To)
Job Title	Name of Immediate Supervisor	
Describe your Job Duties	Reason for Leaving	

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Have you ever been terminated from employment for a reason other than a layoff?  YES  NO

May we contact your current employer?  YES  NO

May we contact all your previous employers?  YES  NO

REFERENCES: Please list three professional references (exclude relatives) who have knowledge of your work performance.			
Name	Phone Number	Occupation	Number of Years Acquainted

**PLEASE READ AND SIGN BELOW** Applications that have not been signed will be considered incomplete and will not be accepted.

I certify that all information submitted on this application is true and complete. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any falsification, omission, or misrepresentation of material facts may constitute grounds for rejection of this application or immediate dismissal from employment, if hired, regardless of the time elapsed before discovery of the omission or misstatement.

I authorize Munchies Coffee, and its representatives, to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment. I further authorize my former employers to disclose to Munchies Coffee any and all records and information regarding my work, and release the company, my former employers and all other persons or entities from any and all liability for issuing, receiving or using such information.

I agree that if employed, I will abide by Munchies Coffee policies and procedures. Upon termination, I authorize the release of reference information regarding my work while employed at Munchies Coffee and release all employees, agents and representatives from any and all claims I may have as a result of such disclosure.

I understand that nothing contained in this application or conveyed during any interview, which may be granted, is intended to create a contract of employment. I understand that employment at Munchies Coffee is at-will, for no definite period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company. Agreements contrary to this policy may only be made in writing, signed by me and two of the company's directors.

I understand that offers of employment may be contingent on the applicant's ability to pass a job-related examination and/or a skills and agility test. Applications are only accepted for a current available positions. Applications will be considered current for a period of 60 days.

I accept the employer's right to enter into an Alternative Dispute Resolution Procedure to resolve employment disputes.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Drug Test	Background Check
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# Munchies Coffee

## EMPLOYMENT BACKGROUND REVIEW

**Do Not Write Below This Line. For Office Use Only!**

Employer Reference Checks			
Former Employer	Phone Number	Contact Person	Response

Individual Reference Checks			
Reference Individual	Phone Number	Contact Person	Response

Approvals	
General Manager	Supervisor/Foreman
Date	Date
Department Head	Personnel
Date	Date

Hired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position:	Department:
Starting Wage:	Ending Wage:	Date Reported to Work:



