**APPLICATION FOR EMPLOYMENT**

Beans & Boots Coffee is an equal opportunity employer. We do not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

**Personal Information:**

*Incomplete information may disqualify you from further consideration. Please complete all fields.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  |  |  |
| First | Middle | Last |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  |  |  |
| Street | City | Zip |

|  |  |  |
| --- | --- | --- |
| **Contact Info:** |  |  |
| Phone | Email |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you authorized to work lawfully in the United States?** |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you at least 18 years of age or older?** |  | Yes |  | No |

|  |  |
| --- | --- |
| **How did you hear about Beans & Boots?** |  |

|  |  |
| --- | --- |
| **Position applying for:** |  |

|  |  |
| --- | --- |
| **Do you have prior Barista experience?** |  |
| **Do you have shift supervisory experience?** |  |
| **If yes, for how long and where?** |  |

|  |  |
| --- | --- |
| **Date Available to Start:** |  |

|  |  |
| --- | --- |
| **Weekday Availability (Y/N):** | **Hours Available:** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

|  |  |
| --- | --- |
| **Weekend Availability (Y/N):** | **Hours Available:** |
| Saturday |  |  |
| Sunday |  |  |

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name & Location** | **Graduate? Degree?** | **Subjects Studied / Major** |
| High School |  |  |  |
| College/University |  |  |  |
| Specialized Training |  |  |  |
| Other Education |  |  |  |

**Previous Employment:**

*Include up to the last seven (7) years of employment history starting with the most recent and working backwards in time.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name &****Address** | **Job Title** | **Dates of Employment** | **Supervisor Name Phone #** **(May we contact?)** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| *Do you have any areas of high proficiency, special skills, or training that would enhance your ability to perform the position applied for? If yes, please explain.* |
|  |

**References:**

*Provide the names of up to three persons not related to you, whom you have known at least three years in either a professional or personal capacity.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Phone # & Email Address** | **Professional or Personal** | **Years Acquainted** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please read carefully before signing.**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Beans & Boots Coffee to hire me. If I am hired, I understand that either Beans & Boots Coffee or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Beans & Boots Coffee has the authority to make any assurance to the contrary.

I attest with my signature below that I have given Beans & Boots Coffee true and complete information on this application. No requested information has been concealed. I authorize Beans & Boots Coffee to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

|  |  |  |
| --- | --- | --- |
| **Applicant Name:** |  |  |
| Printed | Signature |

|  |  |
| --- | --- |
| **Application Date:** |  |