

# Hidden Manna Cafe

3613 216th Matteson, IL 60443

Employment Application

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## Your Contact Information

First and Last Name

Preferred Name

Complete mailing address including City and State

E-mail Address

Phone

Emergency Contact

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Which position are you applying for?

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## Work History (Most recent first)

Employer

Dates

Address

Phone Number

Job Title

Supervisor

Responsibilities

Salary

What was your most favorite thing about this job?

What was your least favorite thing about this job?

Reason for leaving?

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Employer

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Employer

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What was your most favorite thing about this job?

What was your least favorite thing about this job?

Reason for leaving?

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**Education**

School	Dates Attended	Major/ Degree	Completed
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**References**

First Name Last Name

E-mail Address Phone

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First Name Last Name

E-mail Address Phone

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First Name Last Name

E-mail Address Phone

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## Details

Do you have previous food service or Barista experience?

Why do you want to work at the Hidden Manna Cafe? What special skills or training do you have that will be helpful in the position for which you are applying?

Tell us about your favorite food or beverage. Describe what you experience when you eat it.

What food have you learned to like as you've gotten older? How have you grown to like it?

Tell us what you are passionate about. What would you do if time and money were not an issue?

The Hidden Manna Cafe does not discriminate on the basis of age, religion, sex, race, color, national origin, sexual preference, non-job related employment or veteran status.

## Availability

If hired, when can you start?

Are you a U.S Citizen?

If not, are you eligible to work?

Yes

No

Yes

No

How many hours per week are you looking to work?

Have you been convicted of a felony?

Yes

No

The Hidden Manna Cafe's hours of operation may extend into late evening, six days a week. We will try to be as flexible as possible when scheduling; we understand that everyone has a life outside of work. We need to know how your availability will fit with the other staff, so please answer honestly:

I have a dependable way to get to work.

Yes No

I am available to work most weekends

Yes No

I am available to work most holidays.

Yes No

Please choose one...

What would your ideal schedule look like?

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

When can you definitely NOT work?

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Do you have any schedule considerations we should know about?

Do you anticipate your available hours will change in the next 3-6 months? if so, how?

Is there anything else you would like us to consider in review of your application?

### Legal

1. By Federal law, all applicants must as a condition of employment produce certain documentation to verify their identity and U.S. citizen status, or if aliens, their legal authorization to work in the U.S. Therefore, I realize that any offer of employment would be contingent upon my ability to produce the required documentation within the time period required by law.

2. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by The Hidden Manna Cafe.

3. I authorize this company to thoroughly investigate all statements contained in my application, or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to this company without giving me any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

4. I understand and agree that if I am hired, my employment will be 'at will' and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of myself or employer. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon this company unless made in writing.

5. I understand that filling out this form does not indicate that there is a position open and does not obligate this company to hire. If hired, I agree to abide by this companies' work rules, policies and procedures and they retain the right to revise policies or procedures, in whole or part, at any time.

Signature

Date