



APPLICATION FOR IDD EMPLOYMENT

Awaken Coffee is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Awaken Coffee. Please inform the company's personnel representative if you need assistance completing this application.

GENERAL INFORMATION

Full Name _____ Date _____
FIRST MIDDLE LAST

Address _____
STREET CITY STATE ZIP CODE

Phone Number (____) _____ If hired, when would you be available to start? _____

Alternate Phone Number (____) _____ Email (optional) _____

Do you drive? ☐ Yes ☐ No If no, do you have a way to get to work? ☐ Yes ☐ No

Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)?
☐ Yes ☐ No (If hired, verification will be required consistent with federal law.)

Are you at least 18 years old? ☐ Yes ☐ No (You must be 18 or older to work at Awaken Coffee)

T-Shirt size _____

POSITION INFORMATION

Why do you want a job? _____

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What type of work would you like to do at Awaken?

☐ Make Coffee ☐ Greet Customers ☐ Clean and Stock ☐ Cash Register

How many days a week would you like to work? ☐ 1-2 days a week ☐ 3-5 days a week ☐ 5-7 days week

How many hours a day would you like to work? ☐ 1-3 hours ☐ 4-5 hours ☐ 6-8 hours

What time of day are you willing to work? ☐ early morning ☐ morning ☐ afternoon ☐ night

In which environments do you work best?

A. ☐ By myself ☐ With others ☐ no preference

B. ☐ Stay in one place ☐ Move around ☐ no preference

C. ☐ Noisy ☐ Quiet ☐ no preference

D. ☐ Same task ☐ Multiple tasks ☐ no preference

EDUCATION

Type of School	School Name and City	Number of Years Completed	Did you graduate? Yes or No	Diploma or Certificate of Completion?
High School or G.E.D. equivalent			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate
College or University			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate
Vocational, Trade or other School			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate

BACKGROUND INFORMATION

Have you ever been discharged, suspended, or asked to resign from any position? ☐ Yes ☐ No

If yes, please explain. _____

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? ☐ Yes ☐ No

If yes, what name was used _____

Have you ever been convicted of a crime, other than a minor traffic violation, that has not been expunged, sealed, pardoned, annulled, statutorily eradicated, or dismissed upon condition of probation? You are not required to disclose sealed or expunged records of conviction or arrest, or expunged juvenile records of conviction or arrest.

☐ Yes ☐ No

Explain: _____

Note: Answering "Yes" does not necessarily preclude you from employment as we perform individualized assessments for all applicants.

PERSONAL/PROFESSIONAL] REFERENCES

List three [personal/professional] references (other than those listed as a current/former supervisor) that we may contact:

Name _____ Telephone No. (__) _____

How do you know them? ☐ Friend ☐ Teacher ☐ Pastor ☐ Neighbor ☐ Other Years Known _____

Name _____ Telephone No. (__) _____

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Name _____ Telephone No. (__) _____

How do you know them? ☐ Friend ☐ Teacher ☐ Pastor ☐ Neighbor ☐ Other Years Known _____

EMPLOYMENT/VOLUNTEER RECORD

Have you ever had a job? ☐ Yes ☐ No If yes, please complete the following employer information. If no, skip this section and go to the Other Work-Related Section.

Have you had any paid or unpaid work experience?

	Cleaning tables		Laundry		Pouring drinks
	Sweeping floors		washing dishes		Cashier
	Taking the trash out		Sorting		Greeter
	Dusting		Stocking shelves		Other:
	Mopping		Following a grocery list		

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List all paid work experience first, then add most recent volunteer experience next or present employer, including US military service or training. Resumes may not be substituted in lieu of completing the following employment information.

Current Employer _____ Phone (____) _____

Address _____ From: Month _____ Year _____

Job Title _____ To: Month _____ Year _____

Supervisor's Name/Title _____ May we contact? ☐ Yes ☐ No

If not, why? _____

Primary responsibilities

Reason for Leaving (for military service, include only your rank at time of discharge) _____

Current Employer _____ Phone (____) _____

Address _____ From: Month _____ Year _____

Job Title _____ To: Month _____ Year _____

Supervisor's Name/Title _____ May we contact? ☐ Yes ☐ No

If not, why? _____

Primary responsibilities

Reason for Leaving (for military service, include only your rank at time of discharge) _____

Current Employer _____ Phone (____) _____

Address _____ From: Month _____ Year _____

Job Title _____ To: Month _____ Year _____

Supervisor's Name/Title _____ May we contact? ☐ Yes ☐ No

If not, why? _____

Primary responsibilities _____

Reason for Leaving (for military service, include only your rank at time of discharge) _____

OTHER WORK-RELATED SKILLS OR STRENGTHS

Please list any other skills or strengths you have that relate to the position you are applying for:

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

1. I understand, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal and driving record. Any job offer is contingent upon the successful completion and outcome of the background check. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

_____ Initials

2. I understand employment with Awaken Coffee is also contingent on my providing two forms of identification documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

3. I authorize Awaken Coffee and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 2 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

_____ Initials

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4. I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

_____ Initials

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____ Date _____

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