



## APPLICATION FOR EMPLOYMENT

Aversboro Coffee is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by, federal, state, or provincial law

Please complete entire application to ensure processing

<b>PERSONAL INFORMATION</b> (Please print)				Social Security Insurance Number		Birthday (MM/DD/YYYY)	
Name	Last	First	Middle	- -			
Other names you are known by _____				Are you less than 18 years of age? Yes ___ No ___ (Aversboro Coffee is required to comply with federal, state, or provincial law.)			
Are you legally eligible for employment in the U.S.? Yes ___ No ___ (All new hires will be required to provide proof of eligibility to work in the U.S.)				Have you been convicted of a crime in the last seven (7) years? Yes ___ No ___ If yes, list convictions that are a matter of public record (arrest convictions). A conviction will not necessarily disqualify you from employment.			
Permanent Address				Street		City	
				State		Zip Code/Postal Code	
Phone Number		Daytime		Evening		Referred By	

<b>EMPLOYMENT DESIRED</b> (If you are applying for a retail hourly position, please keep in mind that availability of hours may vary.)							
Position	Location/Department			Salary Desired		Date You Can Start	
Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you able to work overtime? _____							
Have you ever worked for Aversboro Coffee? _____ If yes, when? _____							

<b>EDUCATION</b>		Name and Address of School		Circle Last Years Completed		Did You Graduate?		Subjects Studied and Degrees Received	
High School	_____	1	2	3	4	Y	N		
College	_____	1	2	3	4	Y	N		
Post College	_____	1	2	3	4	Y	N		
Trade, Business, or Correspondence School	_____	1	2	3	4	Y	N		
List skills relevant to the position applied for _____									
SKILLS For Office/Administrative positions only				Typing WPM: _____			10-Key <input type="checkbox"/> Yes <input type="checkbox"/> No		
Computer Proficiency:		<input type="checkbox"/> Word for Windows		<input type="checkbox"/> Excel		<input type="checkbox"/> Others: _____			

Have you ever visited Aversboro Coffee? Describe your experience.

What do you like about coffee?

Why would you like to work at Aversboro Coffee?

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was effective?

FORMER EMPLOYERS List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume. Date (M/D/Y)

From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				
Duties performed				
Supervisor's Name	Phone Number		May We Contact?	

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**REFERENCES** Give below the names of three professional references, whom you have known at least one year.

Name	Address & Phone Number	Business	Years Acquainted How do you know this person

**Please Read and Initial Each Paragraph, then Sign Below**

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

\_\_\_\_\_

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company.

\_\_\_\_\_

I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

\_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_