



PT's Coffee Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date:

I. Personal Information

Last Name:

First:

Middle:

Present Address:

Permanent Address (if different than above):

Social Security Number:

Telephone:

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of prior residency and identity (valid driver's license, birth certificate, Green Card, etc) within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination.

II. Position You Are Applying For:

1. Is there any information we would need about your name or use of another name for us to be able to check your back ground? Please specify:
2. How would you describe your knowledge of coffee, And its preparation? Are you willing to learn more?
3. How were you referred to PT's Coffee Co.?
4. Have you ever been convicted of a felony? Yes No If yes, please explain:

III. Educational History

Name/Location:	Years completed	Degree/Diploma
Elem./Jr. High-		
High School-		
College-		
College-		
Other-		

IV. Employment History: Please include all jobs for the last five years.

(current or most recent employer)

1. Company name: _____ Position held: _____
Dates of Employment: From _____ To _____
Manager/Supervisor: _____
Reason for leaving: _____

2. Company Name: _____ Position Held: _____
Dates of Employment: From _____ To _____
Manager/Supervisor: _____
Reason for leaving: _____

3. Company Name: _____ Position Held: _____
Dates of Employment: From _____ To _____
Manager/Supervisor: _____
Reason for leaving: _____

NOTE: Use a separate sheet to list additional employers, if necessary. We will contact the managers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

(Manager's Name):
Reason

(Manager's Name):
Reason

V. Confidentiality/Dependability References

1. Name _____
Address _____

Years Known: _____
Telephone: _____
Relationship: _____

2. Name _____
Address _____

Years Known: _____
Telephone: _____
Relationship: _____

VI. Availability

- 1. If your application receives favorable consideration, when will you be able to begin working?
- 2. Do you have any objection to overtime? Yes No
- 3. Can you work without prior notice? Yes No
- 4. Can you work on Saturday? Yes No
- 5. Can you work on Sunday? Yes No
- 6. Can you work split shifts if needed? Yes No
- 7. Hours available per week 10 20 30 40?
- 8. Which time of day would you prefer.....(Please circle 1st choice and underline 2nd)

Mornings

Afternoons

Evenings

Most employees *start* at minimum wage or slightly higher.