

# **APPLICATION FOR EMPLOYMENT**

**Instructions**: Please answer every item on this form to the best of your ability. Chris's Coffee & Custard carefully reviews all of applicant qualifications. We consider application for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, genetic information, sexual orientation, gender identity, or any other legally protected status. The information collected by this application is solely to determine suitability for employment and verify identity.

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 Chris's. Please inform the company's Manager if you need assistance completing this application or to otherwise participate in the application process.

Date of Application:	Position See	eking:	
Are you seeking (check all that apply):	() Full-Time	( ) Part-Time	

## WORK AVAILABILITY

Please tell us the days & times you are available to work.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From						
То						

On what date would you be available to start work?

### **GENERAL INFORMATION**

Name:						
	First		MI		Last	
Current Address						
		Street Address	Ci	ity	State	Zip
Home Phone Number:	(	)				
Cell Phone Number:	(	)				
Email Address:					_	
Date of Birth:			Are you 16 or Old	er? () Yes	( ) No	

Are you legally authorized to work in the United States? () Yes () No (If offered employment, you will be required to provide documentation to verify eligibility)

## EDUCATIONAL BACKGROUND

Are you currently enrolled in school? ( ) Yes ( ) No If yes, where?

Please provide education history, any training, or any special skills that you believe qualifies you for the position you are seeking.

School Attended	School Name	City, State	# of Years	Degree Earned?
High School:				( ) Yes ( ) No
College:				( ) Yes ( ) No
Other :				( ) Yes ( ) No

## **EMPLOYMENT HISTORY**

Begin with your most recent job. If this would be your first job, please let us know.

1. Employer	Starting Pay per ( ) Hour ( ) Week ( ) Year
Dates Employedto	Ending Pay per ( ) Hour ( ) Week ( ) Year
Address	Supervisor Name
Job Title	Reason for leaving
Job Responsibilities	
May we contact this employer? ( ) Yes ( ) No	Telephone Number ( )
2. Employer	Starting Pay per ( ) Hour ( ) Week ( ) Year
Dates Employed to	Ending Pay per ( ) Hour ( ) Week ( ) Year
Address	Supervisor Name
Job Title	Reason for leaving
Job Responsibilities	
May we contact this employer? ( ) Yes ( ) No	Telephone Number ( )
3. Employer	Starting Pay per ( ) Hour ( ) Week ( ) Year
Dates Employed to	Ending Pay per ( ) Hour ( ) Week ( ) Year
Address	Supervisor Name
Job Title	Reason for leaving
Job Responsibilities	
May we contact this employer? ( ) Yes ( ) No	Telephone Number ( )

Have you ever been terminated, suspended, or asked to resign from any position?	( ) Yes	( ) No
If so, please identify the employer and explain the circumstances.		

Have you ever been convicted of a felony? ( ) Yes ( ) No If yes, please explain:

Please note that a "Yes" answer to the above questions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions, based on the position for which you are applying.

#### LIST YOUR SPECIALIZED TRAINING AND/OR SKILLS

#### **REFERENCES**

Please use only references who have knowledge of your work performance.

Please include First & Last Name, Address (City & State Only), Phone Number, Relationship, and Years Known.				
1. Name	Address			
Phone Number	Relationship	Years Known		
2. Name	Address			
Phone Number	Relationship	Years Known		
3. Name	Address			
Phone Number	Relationship	Years Known		

#### **AUTHORIZATION**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, that falsified statements on this application are grounds for immediate dismissal upon discovery. I understand that if I become employed, this application will become part of my personnel record.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to Chris's Coffee & Custard's policies and rules. I agree that, if hired, my employment will be "at will," which means employment is for an indefinite period of time and may be terminated by myself or Chris's Coffee & Custard at any time, with or without cause, and with or without notice. I understand that this application will be given careful consideration, but acceptance of a completed form does not imply or guarantee employment.

Applicant Signature	Date
Guardian Signature (If Applicable)	Date

Send application: Chris's Coffee & Custard 1824 9th Street SE, Suite B Roanoke, Virginia 24013 / email to: beth@chrisscoffeeandcustard.com