

# application for employment



5 Bel Air South Parkway, Suite 115A Bel Air, MD 21015 · 410-515-2060

## personal info

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## availability & experience

Specify the hours you are available to work each day of the week:

Sunday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

When are you available to begin working? \_\_\_\_\_

What is the maximum amount of hours you would like to work each week? \_\_\_\_\_

How long do you see yourself working here (months, years, etc)? \_\_\_\_\_

Do you have experience working as a Barista? \_\_\_\_\_ In food service? \_\_\_\_\_ In retail? \_\_\_\_\_

Do you have any trips, activities, or vacation plans that would limit your work availability over the next 6 months? If yes, explain: \_\_\_\_\_

Do you drink coffee? \_\_\_\_\_ Do you drink tea? \_\_\_\_\_

What is your favorite drink on the Coffee Coffee menu? \_\_\_\_\_

What is your favorite school subject or work activity and why? \_\_\_\_\_

What is something you like to do outside of work or school? \_\_\_\_\_

What qualities do you feel you would bring to a position at Coffee Coffee? \_\_\_\_\_

Describe an experience at a store or restaurant when you feel you received poor customer service: \_\_\_\_\_

How would you have handled the situation differently if you were the employee? \_\_\_\_\_

**education**

High School (Name &amp; Location) \_\_\_\_\_ Graduation Year \_\_\_\_\_

Subject(s) studied &amp; Degrees received \_\_\_\_\_

College (Name &amp; Location ) \_\_\_\_\_ Graduation Year \_\_\_\_\_

Major/Minor &amp; Degree received \_\_\_\_\_

Trade or Business School (Name &amp; Location) \_\_\_\_\_

Graduation Year \_\_\_\_\_ Subject(s) studied &amp; degrees received \_\_\_\_\_

**previous employment**

Use this section to describe your work experience, starting with your current position. Include any volunteer work and/or unpaid internships.

Company \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Duties Performed \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Company \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Duties Performed \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Company \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Duties Performed \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_ Supervisors Name \_\_\_\_\_

**personal references**

Name \_\_\_\_\_ Address &amp; Phone Number \_\_\_\_\_

Business \_\_\_\_\_ Relation to you \_\_\_\_\_ Number of years known \_\_\_\_\_

Name \_\_\_\_\_ Address &amp; Phone Number \_\_\_\_\_

Business \_\_\_\_\_ Relation to you \_\_\_\_\_ Number of years known \_\_\_\_\_

Name \_\_\_\_\_ Address &amp; Phone Number \_\_\_\_\_

Business \_\_\_\_\_ Relation to you \_\_\_\_\_ Number of years known \_\_\_\_\_

Coffee Coffee is an equal opportunity employer dedicated to a policy of non-discrimination on any basis including race, color, age, sex, religion, national origin, or any other basis prohibited by law.

I hereby authorize Coffee Coffee to thoroughly investigate my background, employment records, and personal references and understand any misrepresentation may result in rejection of this application.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_