

ECAFE BUSINESS CENTER

Employment Application



APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address			Apartment/Unit #		
City	State		ZIP		
Phone	E-mail Address				
Date Available	Social Security No.		Desired Salary		
Position Applied for					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you been terminated from a job?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, why?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Do you like coffee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Emergency Contact (Name and Phone Number):		

EDUCATION

High School				City/State		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				City/State		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				City/State		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES

Please list three professional references.

Full Name	Relationship	
Company	Phone	
Address		
Full Name	Relationship	
Company	Phone	
Address		
Full Name	Relationship	
Company	Phone	
Address		

ecafe will not discriminate against any employee or applicant because of age, religion, sex, race, color, national origin, sexual orientation, disability, non-job related handicap, or because they are a disabled veteran.

PREVIOUS EMPLOYMENT: LIST YOUR LAST THREE EMPLOYERS, BEGINNING WITH THE MOST RECENT.

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
Favorite Part of the Job:		Least Favorite Part of the Job:	
Start Date:	End Date:	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
Favorite Part of the Job:		Least Favorite Part of the Job:	
Start Date:	End Date:	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

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Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
Favorite Part of the Job:		Least Favorite Part of the Job:	
Start Date:	End Date:	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

AVAILABILITY

cafe is open from very early in the morning to late in the evening, seven days a week. We try to be as flexible as possible when scheduling hours. While we know that your job isn't your whole life, we do need to know how your availability fits with the rest of the staff.

I have a dependable way to get to work on time. Yes <input type="checkbox"/> No <input type="checkbox"/>	I can usually work weekends. Yes <input type="checkbox"/> No <input type="checkbox"/>
I can work early in the morning and not be grumpy. Yes <input type="checkbox"/> No <input type="checkbox"/>	I can work during most holidays. Yes <input type="checkbox"/> No <input type="checkbox"/>

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I can work late in the evening and not be grumpy. Yes No I am flexible and reliable. Yes No

WHAT WOULD YOUR IDEAL SCHEDULE LOOK LIKE?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

WHEN CAN YOU DEFINITELY NOT WORK?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Do you have any special schedule considerations that we should know about?

Do you anticipate that your available hours might change in the next 3-6 months (new school, traveling, etc.)? If so, please explain.

ESSAY QUESTIONS: PLEASE ANSWER THE FOLLOWING QUESTIONS WITHIN THE SPACE PROVIDED.

What do you consider the 5 most important features in a job?
1.
2.
3.
4.
5.

Describe a situation when you received or provided excellent customer service.

Describe the hardest thing you've done (at a job or in general), why you did it, and how you felt about it.

Describe a conflict situation at a job and how you resolved it.

Why do you want to work here?

List any experience you have in the packing and shipping industry.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that any false statements, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by ecafe.

According to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status, or, if aliens, their legal authorization to work in the U.S. Therefore, I realize that any offer of employment would be contingent upon my ability to produce the required documentation within the time period required by law.

I authorize this company to thoroughly investigate all statements contained in my application, or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to this company without giving me any and all claims, demands, or liabilities arising out of, or related to, such investigation or disclosure.

I understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of myself or employer. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon this company unless made in writing.

I understand that filling out this form does not indicate that there is a position open and does not obligate this company to hire. If hired, I agree to abide by this company's work rules, policies, and procedures and they retain the right to revise policies or procedures, in whole or part, at any time.

I agree to immediately notify ecafe if I should be convicted of a felony, or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse or violence, while my job application is pending or during my period of employment, if hired.

Signature

Date