

Texenza Coffee

Employment Application



TEXENZA COFFEE IS AN EQUAL OPPORTUNITY EMPLOYER AND YOUR RESPONSE TO ANY QUESTION WILL BE EVALUATED ON ITS RELEVANCE TO THE POSITION YOU ARE SEEKING.

Date of Application ____/____/____

Personal Information [Complete in blue or black ink only]

Name (Last) _____ (First) _____ (Middle) _____			Social Security Number _____							
Home Address _____			City _____		State _____		Zip _____			
Home Telephone _____		Business Telephone _____			May we contact you at work? Yes ____ No ____					
Position applying for: _____		Days and Hours available. Complete, if applying for cafe position.	Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start date: _____			From							
Are you interested in: Full-time ____ Part-time ____ Temporary ____ Summer ____			To							
Are you willing to relocate? Yes ____ No ____		If you are under 18 years of age, please state your date of birth _____ <small>(No one under age 16 will be hired)</small>				Are you willing to travel? Yes ____ No ____ (If yes, what percent? ____)				
How were you referred to Texenza Coffee? _____										

Education

Type of School	Name and Location of School			Degree / Area of Study	Number of Years Attended	Graduated (check one)
High School	Name _____		Address _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City _____		State _____ Zip _____			
College	Name _____		Address _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City _____		State _____ Zip _____			
Graduate School	Name _____		Address _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City _____		State _____ Zip _____			
Other	Name _____		Address _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City _____		State _____ Zip _____			

U.S. Military Service

Branch of Service _____	Technical Specialization _____	Rank Attained _____

Special Skills

PC Software / Other Equipment: _____

Legal

Are you a U.S. Citizen? Yes ____ No ____.

If no, do you have necessary documents to work in the U.S.? Yes ____ No _____. (Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986.)

Have you ever been discharged by any company? Yes ____ No ____.

If yes, give name of company(ies) and reason for discharge: _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes ____ No ____.

If yes, please explain offense and final disposition: _____

Employment History

List employment starting with your most recent position. **May we contact your present employer? Yes ___ No ___.**
Past employers? Yes ___ No ___. [Please indicate if you were employed under a different name.]

DATES	NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND SUPERVISOR	LIST MAJOR DUTIES	SALARY OR WAGES	REASON FOR LEAVING
From: ___/___/___ mo. yr. To: ___/___/___ mo. yr.	Name Address City State Phone	Your Job Title: Supervisor:		Starting: Final:	
From: ___/___/___ mo. yr. To: ___/___/___ mo. yr.	Name Address City State Phone	Your Job Title: Supervisor:		Starting: Final:	
From: ___/___/___ mo. yr. To: ___/___/___ mo. yr.	Name Address City State Phone	Your Job Title: Supervisor:		Starting: Final:	
From: ___/___/___ mo. yr. To: ___/___/___ mo. yr.	Name Address City State Phone	Your Job Title: Supervisor:		Starting: Final:	

Have you previously worked for Texenza Coffee? Yes ___ No ___
 Name _____ Location _____
 City & State _____ Position Held _____
 Supervisor _____ Dates Employed: From: _____ To _____
 Reason for Leaving _____

References (Additional)

Business references: [Do not list relatives. Please indicate if you were employed under a different name.]

Name	Address	Work Phone #	Title	Years Known

Please Read Carefully

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, and/or criminal history. I authorize anyone possessing this information to furnish it to Texenza Coffee and/or a third party company upon request and I release anyone so authorized, Texenza Coffee, and any third party company from all liability and damages whatsoever in furnishing, obtaining or using said information.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate termination. I understand, also, that I am required to abide by all rules and regulations of Texenza Coffee.

I understand and agree that if employed, the employment will be "at will". That is, either Texenza Coffee or I may end the employment relationship at any time, for any reason, or for no reason. I understand that the receipt of this application by Texenza Coffee does not imply employment and that this application and / or any other Texenza Coffee documents are not contracts of employment.

I have read and understand the requirements of the position for which I am applying. I understand that I must be physically capable of performing the essential job functions, with or without reasonable accommodation, described therein. I have received a copy of the Fair Credit Reporting Act.

Applicant's Signature: _____

Date Signed: ___/___/___