

# Iron Bank Coffee Company Employment Application

PERSONAL		Today's Date
Last Name	First	
Other Name(s) Used		Home Telephone # (    )
Address		Cell # (    )
Position Applied For		Date of Birth ____ / ____ / ____
Email:		
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No		Referred By

## DESIRED EMPLOYMENT

Desired Position	Date available to start work	Desired Salary
Our shop is open Mon-Thurs 7am-10pm, Friday & Sat 7am-12am, and Sunday 8am-5pm. (subject to change)		
Please list your hours of availability:		
Mon:	Thurs:	
Tues:	Fri:	
Wed:	Sat:	
How many hours a week would you like to work?		
For how many months do you anticipate your availability remaining the same as listed above? (Ex. only 3 months during my school semester, then I can work more/less)		
Please list any other schedule-related comments:		

## EDUCATION

Circle Highest Grade Completed:      High School                      9    10    11    12  
     College, Trade or Business      1    2    3    4    Grad School

School Name	City, State	Major Studies	Degree, Diploma, License or Certificate
High School			
Vocational School / College/University			

## EMPLOYMENT HISTORY

Please list your 3 most recent employers, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please list contact person and phone number if not listed previously:	

## REFERENCES

List 2 references who are not related to you.		
Name:	Phone:	Email:
How do you know the person?		
How long has the person known you?		
Name:	Phone:	Email:
How do you know the person?		
How long has the person known you?		

## CAFE WORK EXPERIENCE

What experience do you have in the food industry?
What position(s) did you hold and for how long?
What did you like most/least about it?
Why did you leave?

## GENERAL

Yes    No

- Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? (A "yes" response does not automatically disqualify your application.)

## CERTIFICATION & AUTHORIZATION

*The above information is true and correct to the best of my knowledge.. I understand that any falsification, misrepresentation or omission could result in the denial of my application, withdrawal of any employment offer, or immediate discharge.*

*I authorize Iron Bank Coffee Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.*

*I understand that nothing in this employment application, the granting of an interview or my subsequent employment with Iron Bank Coffee Company is intended to create an employment contract. I understand and agree that, if hired, my employment may be terminated by me or Iron Bank Coffee Company at any time and for any reason. I understand that no person has any authority to enter into any agreement to the contrary.*

*If employed, I agree to abide by the rules and regulations of Iron Bank Coffee Company.*

*If employed, I agree to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986.*

*I hereby acknowledge that I have read and agree to the above statements.*

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Signature

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Date

*Iron Bank Coffee Company (the "Company") is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.*