

Employment Application

River Road Coffeehouse and Cafe Wiggin Street Coffee

This company does not discriminate in hiring or employment on any basis protected by law. Please tell us if you require any special arrangements during the interview process. This application should not be construed as a contract of employment between the employer and the applicant or as a promise of employment. All employment is at will.

In the tradition of the European Coffeehouse, we offer our guests a gracious and comfortable environment, the satisfaction of the finest coffees, teas and fresh foods, and the hospitality of good friends. Our hope is that you find this a place where you are welcome!

General Information				
Last Name	First Name	Initial	Social Security Number	Date of Application
Current Address			City	State
Home Telephone		Cell Phone		Have you ever been known by a different name? <input type="radio"/> Yes <input type="radio"/> No
Location: <input type="radio"/> Granville <input type="radio"/> Newark <input type="radio"/> Wiggin Street Coffee			Email	
Desired Weekly Work Hours: <input type="radio"/> 10-19 <input type="radio"/> 20-29 <input type="radio"/> 30-40		Shift Availability: <input type="radio"/> 6-10A <input type="radio"/> 10A-2P <input type="radio"/> 2-6P <input type="radio"/> 6-10P OTHER _____		Days Available: <input type="radio"/> Monday <input type="radio"/> Thursday <input type="radio"/> Tuesday <input type="radio"/> Friday <input type="radio"/> Wednesday <input type="radio"/> Saturday <input type="radio"/> Sunday
Hourly Wage Desired:	First Date Available for Work:		Are You 18 Years of Age or Older? <input type="radio"/> Yes <input type="radio"/> No	
If employed, may we contact your current employer? <input type="radio"/> Yes <input type="radio"/> No	Are you legally able to work in the United States? <input type="radio"/> Yes <input type="radio"/> No		How were you referred to us?	
Have you ever been convicted of any crime? <input type="radio"/> Yes <input type="radio"/> No If yes, provide details:			Do you have any friends or relatives employed here? <input type="radio"/> Yes <input type="radio"/> No If yes, provide names:	

Education				
School Name	City/State	Major Course	Last Yr. Completed	Type of Degree
High School:			1 2 3 4	
College/University:			1 2 3 4	
Post Graduate			1 2 3 4	
Technical/Business:			1 2 3 4	

Employment History

Starting with current or most recent employer, list all previous employers in the last five years including self-employment, summer and part-time jobs, and military service. Use separate sheet, if necessary.

FROM		TO		Employer	Telephone Number		
MO	YR	MO	YR				
				Job Title	Address		
RATE OF PAY		\$		Supervisor Name	City	State	Zip
Describe your duties							
Reason for leaving							

FROM		TO		Employer	Telephone Number		
MO	YR	MO	YR				
				Job Title	Address		
RATE OF PAY		\$		Supervisor Name	City	State	Zip
Describe your duties							
Reason for leaving							

FROM		TO		Employer	Telephone Number		
MO	YR	MO	YR				
				Job Title	Address		
RATE OF PAY		\$		Supervisor Name	City	State	Zip
Describe your duties							
Reason for leaving							

PLEASE READ BEFORE SIGNING

I certify that the answers provided in this application and in the interview are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application and further authorize my former employers, government agencies, schools, and personal references to provide any information they have regarding me. I hereby release all employers, government agencies, schools, and personal references from any liability for providing information concerning me. If the results of this investigation do not meet the standards for employment required by the policies of the company, I understand that an offer of employment may not be extended, may be revoked, or that my employment may be terminated.

In the event of employment, I understand that false or misleading information given in my application or in any aspect of the employment process may result in discharge. I understand also that the Immigration Reform Act of 1986 requires that employers hire only U.S. citizens and aliens authorized to work in the United States and that all persons hired will be required to submit documents for verification to establish identity and employment authorization. In consideration of my employment, I agree to conform to the rules and regulations of my employer and that my employment and compensation can be terminated with or without cause and with or without notice at any time at the option of either my employer or myself. I understand that no company representative other than the owners have any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I understand that the employer reserves the right to provide other future employers with reference information concerning my performance during employment and the reason for ending my employment. I hereby consent to the release of such information. If employed, I agree to inform the company if I obtain any other employment while working for the company. I hereby acknowledge that I have read and understand the above statements.

Applicant Signature: _____ Date: _____