



# APPLICATION FOR EMPLOYMENT

*Carolyn's Coffee Connection, LLC is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.*

**Please complete entire application to ensure processing.**

**PERSONAL INFORMATION** (Please print)

Name	Last	First	Middle	Social Security/Social Insurance Number	Date	(M/D/Y)
Other names you are known by				Are you less than 18 years of age? Yes____ No____		

**(U.S. Applicant Only:**  
 Are you legally eligible for employment in the U.S.? Yes\_\_\_\_ No\_\_\_\_ **(All new hires will be required to provide proof of eligibility to work in the U.S.)**

Have you been convicted of a crime in the last seven (7) years? Yes\_\_\_\_ No\_\_\_\_  
 If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.

Present Address	Street	City	State/Province	Zip Code/Postal Code
Permanent Address	Street	City	State/Province	Zip Code/Postal Code
Phone Number	Daytime	Evening	Referred By	

**EMPLOYMENT DESIRED** (if you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)

Position	Location/Department	Salary Desired	Date You Can Start
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Specify hours available for each day of the week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Are you able to work overtime? \_\_\_\_\_

**EDUCATION**

Name and Address of School	Circle Last Years Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School	1 2 3 4	Y N	
College	1 2 3 4	Y N	
Post College	1 2 3 4	Y N	
Trade, Business, or Correspondence School	1 2 3 4	Y N	

List skills relevant to the position applied for

Have you ever visited our location? Describe your experience.

What do you like about coffee?

Why would you like to work for Carolyn's Coffee Connection, LLC?

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective?

**FORMER EMPLOYERS** List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (M/D/Y)

From To	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason For Leaving
Duties Performed		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Supervisor's Name	Phone Number	May We Contact?
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From To	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason For Leaving
Duties Performed		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Supervisor's Name	Phone Number	May We Contact?
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From To	Previousrent Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason For Leaving
Duties Performed		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Supervisor's Name	Phone Number	May We Contact?
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**REFERENCES** Give below the names of three professional references, whom you have known at least one year. Years Acquainted

Name	Address & Phone Number	Business	How Do You Know This Person?
1			
2			
3			

I hereby authorize Carolyn's Coffee Connection, LLC to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Carolyn's Coffee Connection, LLC to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Carolyn's Coffee Connection, LLC. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Carolyn's Coffee Connection, LLC to hire me. **(U.S. APPLICANTS ONLY: I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or Carolyn's Coffee Connection, LLC at any time without prior notice for any reason.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO HIRING A DIVERSE WORKFORCE.**