

# Inspirational Grounds Coffee House and *Sweet Dreams Bakery*

## 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  |                              |                             |   |  |
| Willing to work weekends?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Hours desired:  |  |
| 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"/> |
| Do you have reliable transportation?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Can you travel locally if required?                                     | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Are you over 18 years old?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, can you provide a work permit if necessary?                      |  |
| Do you speak English?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If you can speak other languages, what other language(s) can you speak? |  |
| Are you willing to undergo a drug screen?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |   |  |
| Have you ever been fired from a job?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, please explain:   |  |
| Have you ever worked for this company?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when?  |  |
| Have you ever been convicted of a felony?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain   |  |
| (a YES or NO answer to any of the above questions does not necessarily disqualify an applicant from employment) |                              |                             |   |  |

| EDUCATION   |    |                   |  |        |
|-------------|----|-------------------|--|--------|
| High School |    | Address           |  |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| College     |    | Address           |  |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| Other       |    | Address           |  |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |

| EXPERIENCE   |                          |
|--|--------------------------|
| Do you have any Barista experience?      YES <input type="checkbox"/> NO <input type="checkbox"/>              | If yes, please describe: |
| Do you have any Baking / Bakery experience?      YES <input type="checkbox"/> NO <input type="checkbox"/>      | If yes, please describe: |
| Do you have special licensing or certifications?      YES <input type="checkbox"/> NO <input type="checkbox"/> | If yes, please list      |
|  |                          |
|  |                          |

Have you ever visited Inspirational Grounds and Sweet Dreams Bakery? Describe your experience. \_\_\_\_\_

What do you like about coffee? \_\_\_\_\_

What do you like about desserts? \_\_\_\_\_

What is your favorite drink and sweet treat? And, what makes it your favorite? \_\_\_\_\_

Why would you like to work for Inspirational Grounds and Sweet Dreams Bakery? \_\_\_\_\_

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

### PREVIOUS EMPLOYMENT

|   |                    |                    |  |
|---|--------------------|--------------------|--|
| Company   |                    | Phone ( )          |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | 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  |                    |                    |  |
| From  | To                 | 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  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |

| REFERENCES  |                |
|---|----------------|
| <i>Please list three professional references.</i> |                |
| Full Name   | Relationship   |
| Company   | Phone (      ) |
| Address   |                |
|   |                |
| Full Name   | Relationship   |
| Company   | Phone (      ) |
| Address   |                |
|   |                |
| Full Name   | Relationship   |
| Company   | Phone (      ) |
| Address   |                |

| DISCLAIMER AND SIGNATURE  |
|---|
| <p>Applicants Agreement with Inspirational Grounds and Sweet Dreams Bakery (hereinafter referred to as "The Company")</p> <p>I hereby authorize The Company 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 the Company 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.</p> <p>If employed, I may terminate my employment at any time without notice or cause, and the Company may terminate or modify the relationship at any time without notice or cause. I agree to conform to the rules and regulations of the Company and I understand that no department head or representative of the Company, other than the president or a designated officer of the Company, has the authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the Agreement. If employed, I understand that my employment is for no definite period of time, and if terminated, the Company is liable only for wages or salary earned as of the date of termination. Although management attempts to accommodate individual circumstances, including my religious observance requirements, business needs may at times make following conditions required; overtime, a rotating work schedule, or a work schedule that includes Saturday and Sunday.</p> <p>I understand and voluntarily agree, as a condition of employment or my continued employment, that I may be requested by the Company to submit to a urinalysis or other drug screen tests that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal.</p> <p>I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of The Company. 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 The Company to hire me</p> <p>I have read and agree to all of the above statements and conditions. I hereby certify that the facts I have provided in this employment application are true and complete. I understand and agree that if I misrepresent or deliberately leave out a fact in my application, I may be refused employment, or if employed, I may be terminated.</p> |
| <div>Signature</div> <div>Date</div>  |