

## APPLICATION FOR EMPLOYMENT

2 Rivers Coffee is an equal opportunity employer, dedicated to enforcing non-discrimination in employment on any basis including race, color, religion, age, sex, disability, sexual orientation, or any other basis prohibited by federal and state law.

### PERSONAL INFORMATION (please print)

Last \_\_\_\_\_ First \_\_\_\_\_ M \_\_\_\_\_ Social Security \_\_\_\_\_ Date \_\_\_\_\_

Are you less than 18 years of age? Yes \_\_\_ No \_\_\_ 2 Rivers is required to comply with federal, state, or provincial law.)  
 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 a conviction). A conviction will not necessarily disqualify you for employment.

**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.)

\_\_\_\_\_

\_\_\_\_\_

Present Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code/Postal Code \_\_\_\_\_

Permanent Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ 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.) Specify hours available for each day of the week

	Sunday	Monday	Tuesday	Wednesday		
Thursday	Friday	Saturday				

Are you able to work overtime? Yes \_\_\_ No \_\_\_  
 Have you ever worked at a coffee shop? Yes \_\_\_ No \_\_\_  
 If yes, when and where? \_\_\_\_\_

### EDUCATION

	Name and Address of School	Year Completed	Did you Graduate?
High School		1 2 3 4	Y N
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 \_\_\_\_\_

\_\_\_\_\_

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

Why would you like to work for 2 Rivers Coffee? \_\_\_\_\_

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 the 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.

From  To	Salary or Hrly Starting _____ Ending _____ If Hrly, average # of hrs worked per week _____	Position	Reason for Leaving
Current Employer (Name and Address) type of business		Duties Performed _____ _____	
Supervisor's Name _____ Phone # _____ May We Contact? Yes ___ No ___			

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Supervisor's Name _____ Phone # _____ May We Contact? Yes ___ No ___			

**REFERENCES**

Give below the names of three professional references, whom you have known at least one year.

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

I hereby authorize 2 Rivers Coffee, Inc. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer, and previous employers and organizations contacted by 2 Rivers. 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 2 Rivers Coffee. I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by 2 Rivers Coffee owners or supervisor at any time without prior notice for any reason.

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