Good Karma Cafe

APPLICATION FOR EMPLOYMENT

**personal information:**

|  |  |
| --- | --- |
| name (last, first, middle): | date: |
| present address (street, city, state, zip): |
| permanent address (street, city, state, zip): |
| cell phone number: | pronouns: |
| email address: | date of birth (optional): |

**employment desired:**

|  |  |  |
| --- | --- | --- |
| position: | date you can start:  |  |
| shift availability (circle all that apply):  weekdays: 6:30-2:30, 7-3, 11-7, 2:30–10:30 weekends: 6:30-2:30, 7-3, 10-6, 11-7, 2:30–10:30 | desired days/shifts/hours per week: |
| special scheduling conflicts: | school considerations: |
| are you employed now? | may we contact your employer? |

**education:**

|  |
| --- |
|  school name and location graduated? year/degree |
| college/university |  | Y / N |  |
|  |
| other (specify) |  | Y / N |  |
|  |

**former employers:** list the last four employers, starting with present or most recent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| dates: mo/y | name, address, phone of employer | supervisor | position | reason for leaving |
| from: |  |  |  |  |
| to: |  |
| from: |  |  |  |  |
| to: |  |
| from: |  |  |  |  |
| to: |  |
| from: |  |  |  |  |
| to: |  |

**references:** give the names of three persons not related to you, whom you have known at least one year (professional references preferred)

|  |  |  |  |
| --- | --- | --- | --- |
| name | address/phone number | business | years acquainted |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**other information**

|  |
| --- |
| prior coffee and/or food service experience (either at work or otherwise): |
|  |
| special training/skills: |
|  |
| why do you want to work at Good Karma Cafe? |
|  |

**additional information**

|  |  |
| --- | --- |
| what does “customer service” mean to you? |  |
| cleanliness and neatness are imperative to success here at Good Karma – how do you understand these qualities? |  |
| how well do you respond to constructive feedback? |  |
| do you feel that you are equally capable of working by yourself as well as a part of a team? |  |
| what does “self-motivated” mean to you? |  |
| what is your favorite coffee or coffee drink? |  |
| the most important part of this job is that you are inherently friendly, outgoing, and polite. does this describe you? |  |

|  |  |
| --- | --- |
| in case of emergency, notify:  |   relationship: |
| address: |  | phone: |  |
| I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, at the discretion of the employer, be terminated at any time without any previous notice. |
| signature: |  | date: |  |