



# COFFEE PLANTATION APPLICATION FOR EMPLOYMENT

Coffee Plantation is an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including race, color, age, sex, religion, national origin, the presence of any disability, or any other basis prohibited by federal and state laws.

## PERSONAL INFORMATION *(please print)*

*Please Complete Entire Application*

Name: Last                      First                      Middle                      Social Security Number                      Date of Application  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_                      \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names you are known by: \_\_\_\_\_ Are you over 18 years of age *(circle one)*? Yes No

Present Address                      Street                      City                      State                      Zip Code

Phone Number Daytime - (       )                      Evening - (       )                      Referred By: \_\_\_\_\_

## EMPLOYMENT DESIRED (availability of hours may vary)

Position \_\_\_\_\_ Location \_\_\_\_\_ Wage Desired \_\_\_\_\_ Date you can Start \_\_\_\_\_

Specify hours available for each day of the week :

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Are you available for overtime?*(circle one)* Yes No

Have you ever worked for Coffee Plantation?*(circle one)* Yes No If yes, when and which location? \_\_\_\_\_

Are you legally eligible for employment in the U.S.?*(circle one)* Yes No (All new hires must provide documentation to comply with I-9 requirements)

Have you been convicted of a crime in the last seven (7) years? *(circle one)* Yes No  
If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction does not necessarily disqualify you from employment.

## EDUCATION

	Name and Address of School	Circle Last Year Completed	Did You Graduate?	Degree 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 you are applying for: \_\_\_\_\_

Why would you like to work for Coffee Plantation? \_\_\_\_\_

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

**FORMER EMPLOYERS** List below your current and last three employers, starting with the most recent one first. Please complete even if you have an attached resume.

Dates Employed	Current Employer	Salary	Position	Reason for Leaving
From:	(Name and Address and Type of Business)	Starting:		
To:		Ending:		

Duties Performed \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ May We Contact? \_\_\_\_\_

Dates Employed	Current Employer	Salary	Position	Reason for Leaving
From:	(Name and Address and Type of Business)	Starting:		
To:		Ending:		

Duties Performed \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ May We Contact? \_\_\_\_\_

Dates Employed	Current Employer	Salary	Position	Reason for Leaving
From:	(Name and Address and Type of Business)	Starting:		
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Duties Performed \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ May We Contact? \_\_\_\_\_

Dates Employed	Current Employer	Salary	Position	Reason for Leaving
From:	(Name and Address and Type of Business)	Starting:		
To:		Ending:		

Duties Performed \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ May We Contact? \_\_\_\_\_

**REFERENCES** Give below the names of 3 professional references whom you have known at least one year.

Name	Address & Phone	Business	Years Acquainted How do you know this person?
1			
2			
3			

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 Coffee Plantation at any time without prior notice for any reason. I hereby authorize Coffee Plantation 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 Coffee Plantation to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, and 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 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 Coffee Plantation to hire me.

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

Please submit this application at your nearest store location.