

# APPLICATION FOR EMPLOYMENT



Cheshire Coffee Company 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.**

<b>PERSONAL INFORMATION</b> (Please print)					
Name	Last	First	Middle	Social Security/Social Insurance Number	Date (M/D/Y)
Other names you are known by _____					
Are you legally eligible for employment in the U.S.? Yes _____ No _____ <small>(no proof of U.S. citizenship disqualifies your employment.)</small>			Are you less than 18 years of age? Yes _____ No _____ <small>(Cheshire Coffee is required to comply with federal, state, or provincial law.)</small>		
Present Address	Street	City	State/Province	Zip/Postal Code	
Permanent Address	Street	City	State/Province	Zip/Postal Code	
Phone Number	Daytime	Evening	Referred By		

<b>EMPLOYMENT DESIRED</b> (if you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)							
Salary Desired: \$ _____				Date You Can Start: ____/____/____			
<b>Choose Your Location:</b> <input type="checkbox"/> - Cheshire, CT <input type="checkbox"/> -Waterbury, CT <input type="checkbox"/> -Southbury, CT							
Specify shift availability for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>These are shift time frames: AM=5:30am-1pm   MID=8am-5pm   PM=1pm-9:30pm</b> <i>Note: shifts may vary per location</i> <small>(NO EXCEPTIONS)</small>							
Are you able to work overtime? _____							
Have you ever worked in an Espresso Bar/Coffee Shop? _____ If Yes, when? _____ Where? _____							

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

List skills relevant to the position applied for \_\_\_\_\_

Computer Proficiency:    QuickBooks    VB.NET    Java    MS Office    Others: \_\_\_\_\_

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

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

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

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FORMER EMPLOYERS</b>		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)					
1	From:	<b>Current Employer</b> (Name and Address of Employer – Type of Business)	Salary Or Hourly Starting: _____	Position	Reason For Leaving
	To:		Ending: _____ If hourly, average # of hours per week: _____		
	Duties Performed:				
Supervisor's Name:		Phone Number	May We Contact?		
2	From:	<b>Previous Employer</b> (Name and Address of Employer – Type of Business)	Salary Or Hourly Starting: _____	Position	Reason For Leaving
	To:		Ending: _____ If hourly, average # of hours per week: _____		
	Duties Performed:				
Supervisor's Name:		Phone Number	May We Contact?		
3	From:	<b>Previous Employer</b> (Name and Address of Employer – Type of Business)	Salary Or Hourly Starting: _____	Position	Reason For Leaving
	To:		Ending: _____ If hourly, average # of hours per week: _____		
	Duties Performed:				
Supervisor's Name:		Phone Number	May We Contact?		
4	From:	<b>Previous Employer</b> (Name and Address of Employer – Type of Business)	Salary Or Hourly Starting: _____	Position	Reason For Leaving
	To:		Ending: _____ If hourly, average # of hours per week: _____		
	Duties Performed:				
Supervisor's Name:		Phone Number	May We Contact?		

<b>REFERENCES</b>		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 Cheshire Coffee 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 Cheshire Coffee 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 Cheshire Coffee. I understand 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 Cheshire Coffee 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 Cheshire Coffee at any time without prior notice for any reason.)**

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