

CoffeeMania

Killer coffee. Tasty treats. To go.

Job Application

Name _____ Date _____

Local Address _____

Permanent Address _____

HomePhone _____ Cell _____

If you are under 18, do you have a work permit? _____

Have you ever applied to work with us? If so, when? _____

How did you hear about employment @ Coffee Mania? _____

Do you know anyone who is/has been employed here? _____

Who? _____

References:

Please give the names of two people in the Cortland area, not related to you,

who have known you at least one year:

Name	Phone	Relationship	Years known
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1. _____

2. _____

Position Desired

Full Time (30 hrs or more) **Part Time** (20-30 hrs) **Temporary** (Less than 1 year)

When can you start? _____

How long do you plan to be with our company? _____

What days and times are you available? _____

Will you work weekends? Saturday Sunday Both No

Are you applying to work at a particular store?

Port Watson St. _____ Groton Avenue _____ Homer Shop _____

Do you have the ability to lift and carry 50 pounds or to stand on your feet for long

periods of time? Yes No If No, please explain:

Have you ever been convicted of a crime? Yes No

If yes, please explain _____

Education and training

Location	Graduated	Area of Study
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High School _____		
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College/Tech _____		
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Special Training _____		
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Other areas of interest _____		
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Employment

Please list your last 3 employers (most recent first)

1. Employer _____ Phone _____

Address _____

Supervisor _____ From _____ To _____

Duties and responsibilities _____

Reason for leaving _____

Pay/Salary (optional) _____ May we contact? ____ yes ____ no

2. Employer _____ Phone _____

Address _____

Supervisor _____ From _____ To _____

Duties and responsibilities _____

Reason for leaving _____

Pay/Salary (optional) _____ May we contact? ____ yes ____ no

3. Employer _____ Phone _____

Address _____

Supervisor _____ From _____ To _____

Duties and responsibilities _____

Reason for leaving _____

Pay/Salary (optional) _____ May we contact? ____ yes ____ no

Please answer the following questions:

1. What skills and/or experiences would you bring to Coffee Mania?

2. What are your career goals? Where do you see yourself in 1 year,5 years,10 years?

3. Please describe a time when you have given or received excellent customer service.

4. What is your greatest strength? Your greatest weakness?

5. As an employee, what do you expect from your supervisors or owners?

The information I have provided in this application for employment is true, correct and complete. If I am hired, I understand that any misstatement or omission of fact on this application may result in my dismissal.

Date _____ Signature _____