



PHOENIX COFFEE BARISTA APPLICATION

GENERAL INFORMATION

COMPLETE EACH SECTION OF THIS APPLICATION. Please note that neat handwriting is essential here: wouldn't it be horrible if we couldn't get back to you because we couldn't read your phone number and/or email?

NAME _____ DATE OF APPLICATION ____/____/____

ADDRESS _____

PHONE _____ EMAIL _____

PERSONAL PRONOUN *She/her Him/his They/their Other (specify):*

Are you at least 18 years old? YES NO Are you eligible to work in the U.S.? YES NO

Have you ever applied before? YES NO Have you ever been convicted of a felony? YES NO

Have you worked with us before? YES NO Location(s): _____ Year(s): _____

Which position are you interested in? Barista Manager Other: _____

Part Time Full Time Temporary Seasonal (Duration: _____)

Minimum Salary Requirements: _____

LOCATIONS 2287 Lee Rd CLE HTS 1793 Coventry Rd CLE HTS 1700 East 9th St DOWNTOWN 3000 Bridge Ave OHIO CITY
 826 W. St. Clair WAREHOUSE DISTRICT

DATE AVAILABLE ____/____/____

Are you able to work flexible hours? YES NO

Can you reach and answer the phone by the third ring from any place in the store? YES NO

Are you able to use a step stool or ladder to reach high shelving? YES NO

EDUCATION

Are you currently enrolled in school? YES NO

HIGH SCHOOL _____
(Name and location)

Last grade completed _____
Did you graduate? YES NO

TECHNICAL SCHOOL _____
(Name and location)

Number of years completed _____
Did you graduate? YES NO

Area of study or training received: _____

COLLEGE/UNIVERSITY _____
(Name and location)

Number of years completed _____
Did you graduate? YES NO

Area of study or training received: _____

OTHER _____
(Name and location)

Number of years completed _____
Did you graduate? YES NO

MILITARY EXPERIENCE YES NO

Do you have U.S. Armed Forces Reserve obligations? YES NO

Branch of U.S. Service _____ Entered _____ / _____ / _____

Highest rank attained _____ Discharged _____ / _____ / _____

List any special training received: _____

EMPLOYMENT RECORD

List most recent employment first. It's important to be thorough and write legibly here.

EMPLOYER'S NAME _____ Start date ____ / ____ / ____ End date ____ / ____ / ____

Address _____ Start pay _____ End pay _____

Phone Number _____ Supervisor's Name _____

Your Job Title _____ Reason for leaving _____

Job Duties _____

EMPLOYER'S NAME _____ Start date ____ / ____ / ____ End date ____ / ____ / ____

Address _____ Start pay _____ End pay _____

Phone Number _____ Supervisor's Name _____

Your Job Title _____ Reason for leaving _____

Job Duties _____

EMPLOYER'S NAME _____ Start date ____ / ____ / ____ End date ____ / ____ / ____

Address _____ Start pay _____ End pay _____

Phone Number _____ Supervisor's Name _____

Your Job Title _____ Reason for leaving _____

Job Duties _____

REFERENCES

Please provide three references, who know you in a work environment and who are not listed above as supervisors.

NAME _____ PHONE _____ OCCUPATION/POSITION _____

COMPANY _____ How long has reference known you? _____

Under what circumstances has the reference known you? _____

NAME _____ PHONE _____ OCCUPATION/POSITION _____

COMPANY _____ How long has reference known you? _____

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NAME _____ PHONE _____ OCCUPATION/POSITION _____

COMPANY _____ How long has reference known you? _____

Under what circumstances has the reference known you? _____

ADDITIONAL INFORMATION *(please feel free to add additional sheets)*

Why do you want to work for Phoenix Coffee Company?

Why should we hire you?

What are a barista's three most important responsibilities or tasks?

Do you love working with people?

Describe a situation where you have had to utilize your mathematical/calculation abilities, such as handling cash:

Your best customer service story (feel free to continue on a separate sheet):

If hired, how long do you plan to work?

PLEASE LIST THE HOURS YOU ARE CURRENTLY AVAILABLE FOR WORK IN THE SPACE BELOW

(Especially if you are applying for part time work)

Application is active for 90 days.

I certify that the above information is true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts requested on this application is cause for rejection of this application or for subsequent dismissal from employment. I authorize an investigation of any of the facts set forth in this application. I give permission to check my educational background, employment record, references, criminal record and credit record and release any and all persons, companies or agencies responding to such investigation from any liability for any damage due to releasing information pertaining hereto. I understand I will be required to provide information for compliance with the Immigration Reform and Control Act. I understand that I may be required to have a physical examination, drug test, and pre-employment evaluation. I understand and agree that my employment with Phoenix Coffee Company is entered into voluntarily and that I may resign at any time.

Signature _____ **Date** _____