



Application

For Phoenix Roastery

General Information

Name _____ Date of Application ____/____/____
(First Middle Last) (Month, Day, Year)

Current Address _____ Phone (____) _____
(Street City State Zip)

Permanent Address _____ Phone (____) _____
(Street City State Zip)

Social Security Number ____-____-____

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

Are you able to lift 40 pounds and move it 40 feet? Yes No

Are you able to use a step stool or ladder to reach high shelving? Yes No

Military Experience: Branch of U.S. Service _____ Date entered ____/____/____

Highest rank attained _____ Date discharged ____/____/____

Do you have U.S. Armed Forces Reserve obligations? Yes No

List any special training received: _____

About the job for which you are applying

Position for which you are applying _____ Date Available for work _____

Are you able to work flexible hours on Mondays and Thursdays? Yes No

Minimum Salary Requirements _____

Education

Are you currently enrolled in school? Yes No

• High School _____ Last grade completed _____
(Name and location) Did you graduate? Yes No

• Technical School _____ Number of years completed _____
(Name and location) Did you graduate? Yes No
Area of study or training received _____

• College _____ Number of years completed _____
(Name and location) Did you graduate? Yes No
Area of study or training received _____

• Other Education _____ Number of years completed _____
(Name and location) Did you graduate? Yes No
Area of study or training received _____

In a world where everything is over done, Phoenix Coffee is just done well.

Employment Record

List most recent employment first. It's important to be thorough 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 _____

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.

1. Name _____ Phone (____) _____ Occupation/Position _____

Company _____ How long has reference known you? _____

Under what circumstances has the reference known you? _____

2. Name _____ Phone (____) _____ Occupation/Position _____

Company _____ How long has reference known you? _____

Under what circumstances has the reference known you? _____

3. Name _____ Phone (____) _____ Occupation/Position _____

Company _____ How long has reference known you? _____

Under what circumstances has the reference known you? _____

Additional Information

Please inform us of any moving citations or violations you have incurred that appear on your driving record within the past 12 months (this is relevant because the job may grow to involve some delivery driving):

In a world where everything is over done, Phoenix Coffee is just done well.

Please use the back of this sheet if more answer space is necessary.

Tell us about a work situation where you have demonstrated attention to detail:

Please describe any knowledge of, experience with or expertise about coffee production that you may have:

Why do you want to work for Phoenix Coffee Company?

Why should we hire you?

If hired, how long do you plan to work?

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 _____

Application is active for ninety (90) days.

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

(Especially if you are applying for part time work)

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

In a world where everything is over done, Phoenix Coffee is just done well.