



# BARISTA APPLICATION

## General Information

Please note that neat handwriting is essential here. Wouldn't it stink if we couldn't get back to you because we couldn't read your phone number and/or email? You may laugh, but...

Name \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_  
(First Middle Last) (Month, Day, Year)

Current Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(Street City State Zip)  
Only if you check it regularly, please give us your EMAIL: \_\_\_\_\_

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

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 and/or write on menu boards? 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** Full Time  Part Time  Temporary

Position for which you are applying \_\_\_\_\_ Date Available for work \_\_\_\_\_

Are you able to work flexible hours? Yes  No  Minimum Salary Requirements \_\_\_\_\_

Acceptable work locations:  2287 Lee Cleve Hts  1854 Coventry Cleve Hts  1300 West 9<sup>th</sup> Street  
 1700 E. 9<sup>th</sup> Street downtown  4441 Mayfield Road South Euclid

**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

## Employment Record

List most recent employment first. It's important to be thorough here. And write legibly. Baristas have to be able to write out legible order tickets, and this is your first test.

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 feel free to add additional sheets)

Can we save the world by intelligently serving a great cup of coffee?

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**WARNING: you may encounter unadulterated strong coffee, unbridled enthusiasm, considerable sassiness or unexpected enlightenment while at work.**

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

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Why do you want to work for Phoenix Coffee Company?

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Why should we hire you?

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

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If hired, how long do you plan to work?

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Do you love working with people?

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 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)

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