

EMPLOYMENT APPLICATION

Thank you for your interest in our company. **Oaks Coffeehouse** is an Equal Opportunity Employer, and all qualified Applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, citizenship, disability or any other basis of discrimination prohibited by applicable law. Unrequested information provided on application voids application.

All Applicants are required to complete an Application even if a resume is attached. Thank you for your cooperation.

Position applied for _____ Hours desired: Full-time Part-time
 Date available for work _____ Days available: M T W Th F Sat Sun
 Date of Application _____

| Personal | | | |
|--------------------------|-----------------------------|--|--|
| Name _____ | Cell Phone (_____) _____ | | |
| Address _____ | Home Phone (_____) _____ | | |
| City / State / Zip _____ | Other Phone (_____) _____ | | |
| E-mail _____ | | | |

| Education & Training | Institution | City/State | Degree Earned |
|--|-------------------------------|------------|-----------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| | Licenses or Certifications | License # | State |
| | _____ | _____ | Expiration Date |
| | _____ | _____ | _____ |
| List other work-related skills or qualifications you believe will help you perform this job. _____ | | | |
| _____ | | | |

General

Have you ever worked or filed an application at this location? Yes No

If yes, please list dates and explain:

Have you been convicted of, pled guilty or pled "no contest" to any felonies or misdemeanors? Yes No If yes, please explain.

Answering "yes" will not necessarily result in disqualification for employment consideration.

Will you submit to a drug test and background check as part of the employment process? Yes No

Have you worked under other names in the past 5 years? Yes No If yes, list names _____

Are you at least 18 years of age? Yes No

Can you perform the essential functions of this job with or without reasonable accommodation? Yes No

If you have any questions about the essential functions of the job, please ask the interviewer before answering question.

Can you meet the attendance requirements of this job? Yes No

Are you eligible to work in the United States? Yes No

NOTE: Federal Law requires proof of U.S. citizenship or valid alien work authorization upon employment.)

Do you know anyone who works for our company? Yes No If yes, who? _____

How did you learn of this position? Internet Team Member Silverdale Baptist Drive-by Other _____

YOUR WORK HISTORY

Please attach list of other employers as needed

| | |
|---------------------|--|
| Dates of Employment | Current Employer _____ |
| From ____/____/____ | Address _____ City _____ State _____ Zip _____ |
| To Current | Phone (____) _____ Job Title _____ |
| | Supervisor's name and title _____ |
| | Starting rate of pay \$ _____ Current Rate of Pay \$ _____ |

| | |
|---------------------|---|
| Dates of Employment | Employer _____ |
| From ____/____/____ | Address _____ City _____ State _____ Zip _____ |
| To ____/____/____ | Phone (____) _____ Job Title _____ |
| | Supervisor's name, title, work phone _____ |
| | Reason for leaving _____ |
| | Starting rate of pay \$ _____ Ending Rate of Pay \$ _____ |

| | |
|---------------------|---|
| Dates of Employment | Employer _____ |
| From ____/____/____ | Address _____ City _____ State _____ Zip _____ |
| To ____/____/____ | Phone (____) _____ Job Title _____ |
| | Supervisor's name, title, work phone _____ |
| | Reason for leaving _____ |
| | Starting rate of pay \$ _____ Ending Rate of Pay \$ _____ |

YOUR REFERENCES

| Relationship <i>(i.e., Supervisor)</i> | Name & Job Title | Company | Cell Phone | Work Phone | Other Phone |
|---|------------------|---------|--------------|--------------|--------------|
| | | | (____) _____ | (____) _____ | (____) _____ |
| | | | (____) _____ | (____) _____ | (____) _____ |
| | | | (____) _____ | (____) _____ | (____) _____ |

CERTIFICATION

I hereby certify that the facts set forth in this employment application (and accompanying resume, if applicable) are true and complete to the best of my knowledge, and I agree and understand that any misrepresentation of information or failure to disclose information on this employment application may disqualify me from further consideration for employment, and if employed, may subject me to termination.

I understand that in connection with my application for employment, I will be subject to a complete background check to determine my suitability for employment. I authorize **Oaks Coffeehouse** to obtain reference information on my work performance. I hereby release **Oaks Coffeehouse** from any and all liability at any time which could result from obtaining and making an employment decision based on such information.

Finally, in the event I am employed, I understand I am required to abide by all company rules and regulations as a condition of employment. I also acknowledge this application is not a contract of employment and nothing herein should reasonably be construed as such. I do acknowledge that if employed, my employment will be "at will" meaning either **Oaks Coffeehouse** or I may terminate the employment relationship at any time with or without cause.

Signature _____

Date _____