



Office/Roastery Application

GENERAL INFORMATION (please print clearly)

Full Name _____ Date _____
 First Middle Last

Current Address: _____

Home Phone Number (_____) _____ Cell Phone Number (_____) _____

Are you at least 18 years old? Yes No Are you eligible to work in the U.S.? Yes No
Have you applied here before? Yes No Have you ever been convicted of a felony? Yes No
Are you able to use a step stool or ladder to reach high shelving? Yes No
Are you able to lift 40 pounds? Yes No
Are you able to stand for an extended length of time? Yes No

ABOUT THE JOB FOR WHICH YOU ARE APPLYING

Position for which you are applying _____
Date available for work _____
Minimum Salary Requirement _____
Schedule Availability _____

EDUCATION

Are you currently enrolled in school? Yes No
High School (Name and Location) _____
Last grade completed _____ Did you graduate? Yes No
College (Name and Location) _____
Area of study or training received _____
Number of years completed _____ Did you graduate? Yes No
Other Education (Name and Location) _____
Area of study or training received _____
Number of years completed _____

EMPLOYMENT HISTORY

Please list most recent employment first.

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
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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 3 references who know you in a work environment and who are not listed above as supervisors.

Name	Phone Number
Occupation/Position	Company
How long has reference known you?	Under what circumstances has the reference known you?

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ADDITIONAL INFORMATION (please feel free to add additional sheets)

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

Tell us about your best customer service story:

Please describe any knowledge of or experience with coffee you may have:

Why do you want to work for Red Cedar 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 required on this application is cause for rejection or 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 and damage due to releasing information pertaining hereto. I understand that 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 Red Cedar Coffee Company is entered voluntarily and that I may resign at any time.

Signature _____ **Date** _____