



# Red Cedar Coffee Co.

## Application for Employment

1185 W Bagley Road, Berea, OH 44017

(T) 440.260.7509

RedCedarCoffee.com jobs@redcedarcoffee.com

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### WHAT WE EXPECT IN OUR STAFF:

Red Cedar Coffee Co. is a fun place to work, but it is work! We have high expectations for all Red Cedar Coffee Co. employees. The following must all continually be met by each employee in order to provide *The Red Cedar Coffee Co. Experience* for every customer. Please evaluate yourself in all of these areas. If you believe you are able to meet Red Cedar Coffee Co. expectations, please fill out the attached application and return it to **Red Cedar Coffee Co.** or email it to jobs@RedCedarCoffee.com.

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### JOB SKILLS:

#### COMMUNICATION

Enjoys communicating with others, shows confidence, able to show assertiveness when necessary, able to use a friendly voice with peers and customers, able to use a loud voice when calling out a finished order.

#### EFFICIENT

Able to hustle. This means warmly fulfilling all customer orders in an accurate and quick fashion; from 1 to 100 orders.

#### NEXT LEVEL MEMORY

Become a Coffee Expert by identifying coffees and brewing equipment; how to make specific drinks; able to remember the order given; and locating supplies as needed.

#### SMILE

Greet customers with a genuine smile, good eye contact, while having a positive attitude.

#### TEAM PLAYER

Enjoys working with and helping others; can accept help from other employees; can chat with and enjoy fellow employees.

#### CUSTOMER SERVICE

Enjoys interacting with, talking to, and serving & helping others. Greets customers promptly and cheerfully. Able to chat (when time), joke, etc. with customers. Accommodates customers with special requests, complaints, etc.

#### WORK ETHIC

Able to keep constructively busy when there is a “down time”; able to do more than 1 thing at a time; able to work effectively where needed (register, espresso machine, stocking, cleaning); takes pride in being a Red Cedar Coffee Employee.

#### RESPONSIBLE

Dependable; arrive to work on time; know your schedule; self-motivating.

#### FOLLOWS INSTRUCTIONS

Able to listen and follow simple written and verbal instructions.

# RED CEDAR COFFEE CO. — EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

**\*\*PLEASE PRINT CLEARLY\*\***

Date: \_\_\_\_\_

Position applied for:                       Retail               Production              job title \_\_\_\_\_

How did you find out about this job?    Employee    Walk-in    Social Media    Other \_\_\_\_\_

Why are you seeking a new job at this time? \_\_\_\_\_

## APPLICANT INFORMATION

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

If the job you're applying for requires driving:

Driver's License No. \_\_\_\_\_ State \_\_\_\_ Expiration \_\_\_\_\_

**Are you legally eligible for employment in the US?**

Yes    No (Proof of U.S. citizenship or immigration status is required if hired)

**Are you at least 18 years old?**

Yes    No

## EMPLOYMENT INFORMATION

**Are you seeking full-time, part-time, or temporary employment?**    Full-time    Part-time    Seasonal

If applying for our retail position, are you available to work on Saturdays?    Yes    No

If applying for temporary/seasonal, what are the dates of your availability?

Please list hours of availability in the table below:

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------|-----------|----------|--------|----------|
|        |         |           |          |        |          |

**Are you currently employed?**    Yes    No      If hired, when would you be able to start? \_\_\_\_\_

**Have you applied here before?**    Yes    No

**Have you worked here before?**    Yes    No      If so, dates: \_\_\_\_\_

**Have you ever been discharged or asked to resign from any position?**    Yes    No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Are you able to perform all tasks with or without reasonable accommodation? \_\_\_\_\_

Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need: \_\_\_\_\_

### EDUCATION (circle highest level achieved)

Name of school: \_\_\_\_\_ Location of school: \_\_\_\_\_

Did you graduate?  Yes  No

College: 1 2 3 4 5 Degree/Major: \_\_\_\_\_

Name of school: \_\_\_\_\_ Location of school: \_\_\_\_\_

### WORK HISTORY (please begin with most recent job)

Company \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Job Duties: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Job Duties: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Job Duties: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

**For reference purposes:** Have you worked for any of these organizations or attended school under a different name? If yes, give name and organization(s) \_\_\_\_\_

**May we contact the employers above?** \_\_\_\_ If not, list the employers you don't wish us to contact and why:

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**Briefly explain what you enjoy about coffee.**

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**What skills are essential for a customer-facing role?**

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**How do you contribute to a team environment?**

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**Working in coffee looks like fun from the outside, but it's a lot of HARD work. Customers can be demanding, it gets busy, there's a lot of pressure, and you must be willing to pick up trash, clean (bathrooms, countertops), and do dishes. Do you think you can handle it? Tell us why you think you would like working at Red Cedar Coffee Co.**

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### **AUTHORIZATION & AT-WILL EMPLOYMENT AGREEMENT**

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third-party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment, in the event I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician.

**AT-WILL EMPLOYMENT AGREEMENT**

I understand and agree that nothing contained in this application or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President is authorized to change the employment-at will status and such a change can only be done in writing. I have read, understand, and agree to the above.

Signature \_\_\_\_\_

Date \_\_\_\_\_