

# BEANS & BUTTER COFFEEHOUSE

## Application for Employment

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### Biographical Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Are you 16 years or older? Yes: \_\_\_ No: \_\_\_

Are You 18 years or older? Yes: \_\_\_ No: \_\_\_

Do you have reliable transportation to work? Yes: \_\_\_ No: \_\_\_

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### Availability Information

#### When are you available to work each week?

Check box with "✓" if you are available all day. Mark with "X" if you are unavailable on a particular day. If you are only available for part of a day, write your available hours in the boxes below:

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

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### Employment Information

List three of your last employers using the table below. If you have experience related to the position you are applying for, please list those employers first:

| Employer Name | Start<br>(mm/yy) | End<br>(mm/yy) | Job Title | Employer<br>Phone | May we<br>contact? |
|---------------|------------------|----------------|-----------|-------------------|--------------------|
|               |                  |                |           |                   |                    |
|               |                  |                |           |                   |                    |
|               |                  |                |           |                   |                    |

#### FOR BARISTAS:

Do you have any past experience as a Barista? Yes: \_\_\_ No: \_\_\_

Do you have experience using a cash register? Yes: \_\_\_ No: \_\_\_

Have you ever operated a manual espresso machine? Yes: \_\_\_ No: \_\_\_

#### FOR BAKERS:

Do you have baking experience? Yes: \_\_\_ No: \_\_\_

Have you ever worked in a commercial bakery? Yes: \_\_\_ No: \_\_\_

Do you have experience using commercial bakery equipment such as ovens, mixers, proofers and sheeters? Yes: \_\_\_ No: \_\_\_

#### FOR BARISTAS AND BAKERS:

What is your favorite coffee, tea or espresso beverage? \_\_\_\_\_

What is your favorite bakery item? \_\_\_\_\_

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### Educational Information

Summarize your educational experience using the table below:

|                        | Name and location of institution | Dates Attended (mm/yy-mm/yy) | Major/Concentration | Diplomas, Degrees or Certificates Awarded |
|------------------------|----------------------------------|------------------------------|---------------------|---|
| High School            |                                  |                              |                     |   |
| College/University     |                                  |                              |                     |   |
| Trade/Technical School |                                  |                              |                     |   |
| Other                  |                                  |                              |                     |   |

### Personal Information (OPTIONAL)

Do you have any personal skills, abilities or accomplishments you would like to share here? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anything else you would like to add to this application? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### CERTIFICATION

"I certify under honor that the above information stated in this application is true and correct to the best of my knowledge."

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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BEANS AND BUTTER COFFEEHOUSE is an Equal Opportunity Employer and does not discriminate nor shall it discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability or genetic information.