



APPLICATION FOR EMPLOYMENT

OFFICIAL USE ONLY

DATE RECEIVED:

COMMENTS:

PLEASE—

- *COMPLETE ALL ITEMS ON THE APPLICATION, EVEN IF THE INFORMATION IS INCLUDED ON YOUR RESUME OR OTHER DOCUMENT SUBMITTED BY YOU.*
- *SIGN AND DATE YOUR APPLICATION.*
- *SPECIFY THE EXACT TITLE OF THE POSITION IN WHICH YOU ARE INTERESTED.*
- *TYPE OR PRINT ALL REQUESTED INFORMATION.*
- *SUBMIT YOUR APPLICATION TO INFO@BUGGYTOWNCOFFEE.COM OR DROP OFF AT 201 S. MCNEILL ST LOCATION*

POSITION APPLYING FOR (CIRCLE): CAFÉ STAFF | KITCHEN STAFF | MANAGER | SHIFT LEAD

NAME	PHONE
ADDRESS	
EMAIL	

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE USA? YES NO

HAVE YOU EVER APPLIED TO OR WORKED FOR BUGGY TOWN COFFEE BEFORE? YES NO

ARE ANY OF YOUR RELATIVES CURRENTLY WORKING FOR BUGGY TOWN COFFEE? YES NO

IF SO, PLEASE LIST: _____

SERVE-SAFE CERTIFIED? YES NO (IF YES, PLEASE ATTACH COPY)

PLEASE INCLUDE A TYPED ONE-PAGE RESUME.

AVAILABILITY

BUGGY TOWN COFFEE IS OPEN FIVE DAYS A WEEK AND ONLY CLOSED ON THANKSGIVING AND CHRISTMAS. WE MAY OPEN ON SUNDAYS IN THE FUTURE. WE HAVE STAFF WORKING HARD 13+ HOURS EACH DAY WE ARE OPEN. BEING A MEMBER OF OUR TEAM *REQUIRES* THAT YOU BE AVAILABLE TO WORK ON WEEKENDS AND HOLIDAYS. PART TIME EMPLOYEES MUST BE AVAILABLE A MINIMUM OF 4 DAYS PERE WEEK, FOR A MINIMUM OF 5 CONSECUTIVE HOURS EACH OF THOSE 4 DAYS. THIS DOES NOT GUARANTEE THAT YOU WILL RECEIVE 20 HOURS / 4 DAYS OF WORK EACH WEEK, BUT YOU MUST HAVE AVAILABILITY TO BE SCHEDULED FOR A MINIMUM OF 20 HOURS / 4 DAYS EACH WEEK.

- ARE YOU AVAILABLE 4 DAYS PER WEEK, EVERY WEEK: YES NO
- ARE YOU AVAILABLE TO WORK WEEKENDS: YES NO
- ARE YOU AVAILABLE TO WORK HOLIDAYS: YES NO
- ARE YOU AVAILABLE TO WORK DURING SCHOOL VACATIONS: YES NO

	MON	TUE	WED	THU	FRI	SAT
SHIFT 1 6AM-2PM	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
SHIFT 2 2PM-7PM+	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
OTHER — SPECIFY IF YOU HAVE OTHER 5-8 HR BLOCKS OF AVAILABILITY						

DO YOU HAVE ANY UPCOMING AVAILABILITY CHANGES (SEASONAL JOB, SCHOOL SCHEDULES, TRAVELING PLANS, ETC.)? PLEASE DESCRIBE IN DETAIL.

I AGREE TO ALL AVAILABILITY TERMS LISTED ABOVE. I UNDERSTAND THAT TIME OFF REQUESTS ARE NOT GUARANTEED. I UNDERSTAND THERE IS A HIGH LEVEL OF COMMITMENT REQUIRED OF ALL BUGGY TOWN COFFEE EMPLOYEES, AND AGREE THAT MAINTAINING 20 HOURS OF WORK AVAILABILITY PER WEEK IS A REQUIREMENT OF THE JOB.

SIGN: _____ DATE: _____

EMPLOYMENT HISTORY – START WITH MOST RECENT

EMPLOYER			
SUPERVISOR NAME AND PHONE		TOTAL LENGTH OF EMPLOYMENT	
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE	STARTING WAGE /POSITION	ENDING WAGE/POSITION
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

EMPLOYER			
SUPERVISOR NAME AND PHONE		TOTAL LENGTH OF EMPLOYMENT	
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE	STARTING WAGE /POSITION	ENDING WAGE/POSITION
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

EMPLOYER			
SUPERVISOR NAME AND PHONE		TOTAL LENGTH OF EMPLOYMENT	
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE	STARTING WAGE /POSITION	ENDING WAGE/POSITION
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

REFERENCES (DO NOT INCLUDE RELATIVES)

NAME	RELATIONSHIP	PHONE / EMAIL
NAME	RELATIONSHIP	PHONE / EMAIL
NAME	RELATIONSHIP	PHONE / EMAIL
NAME	RELATIONSHIP	PHONE / EMAIL

EDUCATION

IF YOU HAVE NOT YET COMPLETED HIGH SCHOOL LEAVE BELOW BLANK AND CHECK HERE INSTEAD : NONE

SCHOOL	DEGREE/DIPLOMA	LOCATION
SCHOOL	DEGREE/DIPLOMA	LOCATION
SCHOOL	DEGREE/DIPLOMA	LOCATION

SPECIAL CERTIFICATIONS OR TRAINING:

IN ADDITION TO WORK HISTORY AND EDUCATION, ARE THERE ANY OTHER SKILLS, QUALIFICATIONS, OR EXPERIENCE WE SHOULD CONSIDER?

PLEASE TELL US WHY YOU ARE THE BEST FIT FOR THIS JOB:

WHAT MOTIVATES YOU?

IT'S YOUR DAY OFF, WHAT 3 THINGS ARE YOU GOING TO DO?

I CERTIFY ALL INFORMATION INCLUDED IS TRUE. I AUTHORIZE NECESSARY INQUIRIES INTO MY EDUCATION, MILITARY, OR EMPLOYMENT HISTORY AS WELL AS RELEASE OF MY INFORMATION FROM ANY OF THE INSTITUTIONS LISTED ABOVE TO BUGGY TOWN COFFEE.

SIGNATURE:	DATE:
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