



# APPLICATION FOR EMPLOYMENT

WRC Form 101

White Rock Coffee is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.

Please complete the entire application to ensure processing.

## PERSONAL INFORMATION

Last Name	First Name	Middle	Today's Date
		Are you less than 18 years of age?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Names you are known by		Have you been convicted of a felony in the last seven (7) years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
email address		If Yes, list convictions that are a matter of public record (arrests are not convictions) A conviction will not necessarily disqualify you for employment.	
Present Address		City	State Zip
Permanent Address		City	State Zip
Cell Number	Daytime Telephone	Evening Telephone	Referred by

## EMPLOYMENT DESIRED (If you are applying for a retail hourly position, please keep in mind that the availability of hours may vary)

Position	Location				Salary Desired	Date you can start	
Specify hours available for each day of the week.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you available to work overtime? Have you ever worked for a coffee/espresso house? If yes, when and where?

EDUCATION	Name and Address of School	Circle Last Years Completed				Did you Graduate?		Subjects Studied and Degrees Received
		1	2	3	4	Y	N	
High School								
College								
Post College								
Trade, Business or Correspondence School								

List skills relevant to the position applied for \_\_\_\_\_

Have you ever tasted fresh roasted coffee? Describe your experience? \_\_\_\_\_

What do you like about coffee/espresso? \_\_\_\_\_

Why would you like to work for White Rock Coffee? \_\_\_\_\_

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective?

**CURRENT/ FORMER EMPLOYERS**

List below current and then last two employers, starting with most recent one first. Please include any non paid volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

From	Current Employer (Name & Address of Employer - Type of Business)	Salary or Hourly	Position	Reason for Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Duties Performed

Supervisor's Name

Phone Number

May We Contact?

From	Former Employer (Name & Address of Employer - Type of Business)	Salary or Hourly	Position	Reason for Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Duties Performed

Supervisor's Name

Phone Number

May We Contact?

From	Former Employer (Name & Address of Employer - Type of Business)	Salary or Hourly	Position	Reason for Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Duties Performed

Supervisor's Name

Phone Number

May We Contact?

**REFERENCES**

Give below the names of three professional references, whom you have known at least one year

Name	Address & Phone Number	Business	Years Acquainted/ How do you know this person
1.			
2.			
3.			

I hereby authorize White Rock Coffee to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by White Rock Coffee to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentations or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of White Rock Coffee. I understand that nothing contained in this application, or conveyed during any, interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate White Rock Coffee to hire me. I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or White Rock Coffee at any time without prior notice for any reason.

Date

White Rock Coffee, 10105 E. Northwest Highway  
Dallas, Texas 75238 ♦ 214.341.4774

Signature

4216 Abrams Rd.  
Dallas, TX 75214 ♦ 214.792.9767 and Children's Medical Center, Dallas, TX  
WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
wrcoffee.com