

APPLICATION FOR EMPLOYMENT

We are glad that you are interested in working with us at Urban Grind Coffeehouse. Here at Urban Grind we believe in being good at what we do, being efficient in how we do it and having lots of fun along the way. If we weren't doing those things, then what would be the point? If this sounds like the place for you, please fill out the application completely and return it to us. We look forward to learning more about you.

PERSONAL INFORMATION (Please print)

Name (Last) (First) (Middle)

Present Address (Street) (City) (State/Province) (Zip Code/Postal Code)

Permanent Address (Street) (City) (State/Province) (Zip Code/Postal Code)

Phone Number (Daytime) (Evening)

Other name(s) you are known by _____ Are you less than 18 years of age? Yes ___ No ___

If hired, can you furnish proof that you are you eligible to work in the United States? ? Yes ___ No ___

Have you been convicted of a crime? Yes ___ No ___

If yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.

EMPLOYMENT DESIRED

(if you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)

Specify hours available for each day of the week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please indicate the time of day you would prefer to work: Morning _____ Mid-day _____ Evening _____

Number of hours per week you would like to work? _____

If hired, what day could you start? _____

EDUCATION

Name of School, Years Completed, Course of Study, and Degrees Received?

High School	1	2	3	4	Course of Study scool curricular	All required high	Graduated (Y or N)
College							

Post College						
Trade, Business School						

What type of position are you applying for Team Member ____ Shift Leader ____ Asst. Manager ____ Store Manager ____

Can you perform the essential functions of the job you are applying for with or without reasonable accommodation? _____

Is there any work you will not perform? _____

Why would you like to work for Urban Grind? _____

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

FORMER EMPLOYERS

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

Employer:	From:	To:
Address:		
Position Title:		
Manager's Name:	Telephone Number:	
Hourly Rate:	Average number of hours worked per week?	
Reason for Leaving:		
May we contact this employer?		

Employer:	From:	To:
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Address	
Position Title:	
Manager's Name:	Telephone Number:
Hourly Rate: Salary	Average number of hours worked per week?
Reason for Leaving:	
May we contact this employer?	
Duties performed?	

Employer:	From:	To:
Address:		
Position Title:		
Manager's Name:	Telephone Number:	
Hourly Rate:	Average number of hours worked per week?	
Reason for Leaving:		
May we contact this employer?		
Duties performed?		

Have you ever been discharged by an employer? Yes _____ No _____
 If yes, please explain _____

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

Name/Title _____ Telephone Number _____

Address: _____

Years Acquainted _____

How Do You Know this person: _____

Name/Title _____ Telephone Number _____

Address: _____

Years Acquainted _____

How Do You Know this person: _____

Name/Title _____ Telephone Number _____

Address: _____

Years Acquainted _____

How Do You Know this person: _____

I hereby authorize Urban Grind to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize the aforementioned, if contacted by Urban Grind to provide any relevant information regarding my current and/or previous employment and I release all claims for providing such information. I understand that any false or misleading information or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal.

I agree to immediately notify Urban Grind if I should I be convicted of a felony, or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse or violence, while my application is pending or if hired, during my period of employment.

I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Urban Grind. 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 Urban Grind to hire me. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted policies.

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 Urban Grind any time without prior notice for any reason.

Signature _____ Date: _____