



APPLICATION FOR EMPLOYMENT

Indian River Coffee Company 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, state or local law.

Please complete entire application to ensure processing.

PERSONAL INFORMATION (Please Print)					
Name	Last	First	Middle	Social Security Number	Date (M/D/Y)
Other names you are known by:				Are you less than 18 years of age? Yes ___ No ___ <small>(Indian River Coffee is required to comply with federal, state and local law.)</small>	
Are you legally eligible for employment in the U.S.? Yes ___ No ___ <small>(Proof of U.S. citizenship or immigration is required if hired for a position in the U.S.)</small>				Have you been convicted of a felony? Yes ___ No ___ <small>If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you from employment.</small>	
Present Address		Street	City	State	Zip Code
Permanent Address		Street	City	State	Zip Code
Phone Number	Cell	Daytime	Evening	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/Department	Salary/Wage Desired			Date You Can Start			
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Specify hours available for each day of the week.								
Are you able to work overtime? Yes ___ No ___								
Have you ever worked for Indian River Coffee? _____ If Yes, when? _____ Which Store? _____								

EDUCATION	Name and Address of School	Select Last Years Completed	Did you Graduate?	Subjects Studied and Degrees Received
High School	_____	1 2 3 4	Y N	

College	_____	1 2 3 4	Y N	

Post College	_____	1 2 3 4	Y N	

Trade, Business, or Correspondence School	_____	1 2 3 4	Y N	

List skills relevant to position applied for _____

SKILLS For office/administrative positions only Typing WPM: _____ 10-Key: Yes No

Computer Proficiency Word for Windows Excel Others: _____

Have you ever visited an Indian River Coffee location? Where? Describe your experience _____

What do you like about coffee? _____

Why would you like to work for Indian River Coffee? _____

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

Former Employers					
Date (M/D/Y) <i>List below current and last three employers, starting with the 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.</i>					
1.	From	Current Employer (Name and 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?	
2.	From	Current Employer (Name and 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?	
3.	From	Current Employer (Name and 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?	
4.	From	Current Employer (Name and 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 that you have known for at least one year.			
Name	Address and Phone Number	Business	Years Acquainted How Do You Know This Person?
1			
2			
3			

I hereby authorize Indian River Coffee Co., Inc. 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 Indian River 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 I may be required to sign a confidentiality agreement and/or non-compete agreement, should I become an employee of Indian River 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 Indian River Coffee to hire me. I understand and agree that my employment is at will, which means that it is for no specific period and may be terminated by me or Indian River Coffee at any time without prior notice for any reason.

If completing this form online, your typed full name will be accepted as your agreement to the terms and conditions above.

Date: _____ Signature _____

For Retail positions please submit this application at your nearest store location. Otherwise, for non-retail openings, please send to: Indian River Coffee Co., Inc. 4980 N. Wickham Road, Suite B-1 Melbourne, FL 32940	WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO HIRING A DIVERSE WORKFORCE.
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