

# Island Vintage Coffee Company Application

Date:

Referred by:

Date Available:

## Contact Information (Please print clearly)

Name: \_\_\_\_\_  
First
Middle
Last

Present Address: \_\_\_\_\_  
Street
Apt#

\_\_\_\_\_

City
State
Zip

Phone Number: \_\_\_\_\_  
Primary
Secondary

E-mail Address: \_\_\_\_\_

Are you over the age of 18?  YES  NO      Do you have a legal right to be employed in the United States?  YES  NO

(Note: You will be required to provide documents establishing your identity and authorization to work, and complete the U.S. Immigration and Naturalization Services Form I-9 as a condition of employment)

## Job Information

Location Desired: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Position Desired: (1) \_\_\_\_\_ (2) \_\_\_\_\_      Salary Desired: \$ \_\_\_\_\_

You are interested in:  Full Time  Part Time  Seasonal/Temporary

List hours of availability:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you ever been employed by Island Vintage Coffee?  YES  NO  
 If yes, date of employment: \_\_\_\_\_

Do you have any friends or relatives employed by Island Vintage Coffee?  YES  NO  
 If yes, provide name(s): \_\_\_\_\_

## Educational Background

	Name and Location of School	# of Years Attended	Graduate?	Degree Awarded
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College or Vocational			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other			<input type="checkbox"/> YES <input type="checkbox"/> NO	

## Employment History

Please list your work experience for the past 10 years beginning with your most recent employment

Company Name: _____	Dates Employed (mm/dd/yyyy) - (mm/dd/yyyy): _____
Address: _____	Phone #: _____
Nature of Business: _____	Position Held: _____
Job Duties and Responsibilities: _____	
Name of Supervisor: _____	Reason for Leaving: _____
Starting Wage/Salary: \$ _____	Ending Wage/Salary: \$ _____
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Company Name: _____	Dates Employed (mm/dd/yyyy) - (mm/dd/yyyy): _____
Address: _____	Phone #: _____
Nature of Business: _____	Position Held: _____
Job Duties and Responsibilities: _____	
Name of Supervisor: _____	Reason for Leaving: _____
Starting Wage/Salary: \$ _____	Ending Wage/Salary: \$ _____
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Company Name: _____	Dates Employed (mm/dd/yyyy) - (mm/dd/yyyy): _____
Address: _____	Phone #: _____
Nature of Business: _____	Position Held: _____
Job Duties and Responsibilities: _____	
Name of Supervisor: _____	Reason for Leaving: _____
Starting Wage/Salary: \$ _____	Ending Wage/Salary: \$ _____
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Company Name: _____	Dates Employed (mm/dd/yyyy) - (mm/dd/yyyy): _____
Address: _____	Phone #: _____
Nature of Business: _____	Position Held: _____
Job Duties and Responsibilities: _____	
Name of Supervisor: _____	Reason for Leaving: _____
Starting Wage/Salary: \$ _____	Ending Wage/Salary: \$ _____
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Company Name: _____	Dates Employed (mm/dd/yyyy) - (mm/dd/yyyy): _____
Address: _____	Phone #: _____
Nature of Business: _____	Position Held: _____
Job Duties and Responsibilities: _____	
Name of Supervisor: _____	Reason for Leaving: _____
Starting Wage/Salary: \$ _____	Ending Wage/Salary: \$ _____
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	

## References

Please list professional and personal references aside from family members.

Name: _____	Relationship: _____
Company Name: _____	Phone Number: _____
E-mail Address: _____	
Name: _____	Relationship: _____
Company Name: _____	Phone Number: _____
E-mail Address: _____	
Name: _____	Relationship: _____
Company Name: _____	Phone Number: _____
E-mail Address: _____	

### Additional Information

If now employed, why do you wish to resign?

Have you ever been discharged or have been requested to resign?  YES  NO

If yes, explain:

Please explain any period of unemployment longer than 90 days:

### Medical

Can you perform the essential functions of the position you are applying for, with or without reasonable accommodation?  YES  NO

#### *Tuberculosis Testing (TB)*

As part of employment with Island Vintage Coffee, you will be required to provide an approved test result for tuberculosis for eligible employment.

#### *Drug Testing*

As a prerequisite to employment, you will be subject to a drug test. Should you refuse to consent, you will be removed from further consideration of employment. Failure to produce a negative test will result in termination.

### Equal Opportunity Employer

Island Vintage Coffee is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

### Agreement

Please read carefully before signing.

- By my signature below, I promise that the information provided in this employment application (and accompanying resume or documentation) is true and complete, and that any false or misleading information or omissions may disqualify me from further consideration for employment and may lead to my immediate discharge from employment if discovered at a later date.
- I authorize the Company and its Agent to fully investigate my personal and employment history and authorize all of the employers (person, firm or corporation), personal references, school, government agency and any other entity to provide the Company with any information, including fact or opinion that they may have regarding me. I release the Company and all providers of any information from liability as the result of furnishing and receiving this information. I understand and agree that if offered employment, any such employment offer shall be dependent upon the receipt of satisfactory references as determined by Island Vintage Coffee Company
- I authorize the Company to provide truthful information regarding my employment to any potential or future employer and release and waive any claims against the Company for truthfully communicating any such information to a potential or future employer.
- I understand that this application does not create a contract of employment, and that, if hired, I am obligated to comply with any and all current and subsequently adopted Company policies.
- I understand that the Company has the right to modify, amend, or terminate policies, benefit plans, and other Company programs within the limits and requirements imposed by law.
- I understand that if hired, I will be required to abide by all rules and Company policies I also understand that my employment at Island Vintage Coffee is at-will and may be discontinued by IVC at any time, with or without cause, for any or no reason. The President of the Company has sole authority to change the at-will policy and/or create an employment contract.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

Signature:

Date:

*This application will be kept active for 90 day*