



*Fresh Roasted Coffee LLC. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

**Applicant Information:**

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

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Employment History:**

Include current and previous employment, starting with the most recent and working backward in time. *Incomplete information could disqualify you from further consideration.*

Current or Most Recent Employer			
From	To	Employer Name	Telephone
Job Title		Address	
Supervisor Name and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
Previous Employer			
From	To	Employer	Telephone
Job Title		Address	
Supervisor Name and Title		Summarize the nature of work performed and job responsibilities	

Reason for leaving			
<b>Previous Employer</b>			
From	To	Employer	Telephone
Job Title		Address	
Supervisor Name and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
<b>Previous Employer</b>			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

<b>EDUCATION</b>	<b>Name and location of school</b>	<b>Degree Received</b>	<b>Subjects studied/Major</b>
High School			
College or University			
Trade, Business or Vocational School			

**What other skills or qualifications do you have?**

**Application Questions:**

1. Position applying for: \_\_\_\_\_
2. Date you can start: \_\_\_\_\_
3. Have you been employed here before?  Yes  No
  - a. If so, when? \_\_\_\_\_
4. Have you applied here before?  Yes  No
5. What type of employment are you interested in?  Full Time  Part Time
6. What shifts are you available to work?  1st  2nd  3rd
7. Are you available to work overtime?  Yes  No
8. Do you have reliable transportation to and from work?  Yes  No
  - a. If not, please explain: \_\_\_\_\_
9. Are you legally eligible for work in the United States?  Yes  No
10. Are you able to perform the essential functions of the job with or without an accommodation?   
Yes  No
11. Have you ever been convicted of a felony or misdemeanor that has not been expunged?  
 Yes  No - If yes, please state the nature and date of the offense(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. How did you hear about us? \_\_\_\_\_
13. If you were referred by an employee, please list their name: \_\_\_\_\_

**Professional References:**

**Reference 1**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Years Acquainted: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference 2**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years Acquainted: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference 3**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years Acquainted: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Application Statement:**

I hereby certify that the information contained in the employment application I submit to Fresh Roasted Coffee LLC ("FRC") is true and complete to the best of my knowledge. I understand that material omissions or falsification of this application in any detail may result in my disqualification from consideration for employment or for dismissal from employment.

I also understand that my employment is subject to a satisfactory check of references. I give FRC the right to investigate the information given and to secure additional information if necessary. I authorize my previous employers, educational institutions, and all other individuals and organizations listed in this application form to give information about my employment, work habits, and character.

I understand that upon offer and acceptance of a position with FRC I will be required to immediately furnish documentation establishing my identity and eligibility to be legally employed in the United States.

I understand that employment at FRC is employment at-will. Employment at-will may be terminated at the will of either me or FRC. Terms and conditions of employment with FRC may be modified at the sole discretion of FRC with or without cause and with or without notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date