



APPLICATION FOR EMPLOYMENT

OFFICIAL USE ONLY

DATE RECEIVED:

REVIEWED BY:

COMMENTS:

Scout Coffee, LLC provides equal employment opportunity to all qualified persons, and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please -

- Complete all items on the application, even if the information is included on your resume or other document submitted by you.
• Sign and date your application.
• Specify the exact title of the position in which you are interested.
• Type or print all requested information.
• If necessary, attach additional 8 1/2 " x 11" sheets of paper to this application.
• Submit your application to scout@scoutcoffeeco.com or drop off at 1130 Garden Street location

Position Applying For (circle): Cafe Staff | Baker | Manager | Shift Lead | Other: _____

Scout Location Applying for: _____

Form with fields for NAME, PHONE, ADDRESS, and EMAIL ADDRESS.

Are you legally eligible for work in the U.S.A.? [] Yes [] No

Have you ever applied to or worked for Scout Coffee before? [] Yes [] No

Are any of your relatives currently working for Company Name? [] Yes [] No

If so, please list: _____

Minimum Wage Requested per hour: \$_____

If applicable, are you available for overtime? [] Yes [] No

AVAILABILITY

Scout is open 364 days a year, and has staff working hard 16+ hours per day. Being a member of our team **REQUIRES** that you are available to work on weekends and holidays, which are our busiest days and require our highest staffing levels. Part time employees must be available a minimum of 4 days per week, for a minimum of 5 consecutive hours each of those 4 days. This does not guarantee that you will receive 20 hours / 4 days of work each week, but you must have availability to be scheduled for a minimum of 20 hours / 4 days each week.

- Are you available 4 days per week, every week: Yes No
- Are you available to work weekends: Yes No
- Are you available to work holidays: Yes No
- Are you available to work during school vacations: Yes No

	MON	TUES	WED	THUR	FRI	SAT	SUN
SHIFT 1 6AM-2PM	yes / no	yes / no	yes / no	yes / no	yes / no	yes / no	yes / no
SHIFT 2 2PM-10PM	yes / no	yes / no	yes / no	yes / no	yes / no	yes / no	yes / no
OTHER -- SPECIFY if you have other 5-8 hour blocks of availability.							

Do you have any upcoming availability changes (seasonal job, school schedules, traveling plans, etc.)? Please describe in detail.

I agree to all availability terms listed above. I understand that time off requests are not guaranteed. I understand there is a high level of commitment required of all Scout Coffee employees, and agree that maintaining 20 hours of work availability per week is a requirement of the job.

Print Name: _____

Sign: _____

Date: _____

EMPLOYMENT HISTORY -- START WITH MOST RECENT

EMPLOYER			
SUPERVISOR NAME AND PHONE			TOTAL LENGTH OF EMPLOYMENT
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE	STARTING WAGE & POSITION	ENDING WAGE & POSITION
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

EMPLOYER			
SUPERVISOR NAME AND PHONE			TOTAL LENGTH OF EMPLOYMENT
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE	STARTING WAGE & POSITION	ENDING WAGE & POSITION
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

EMPLOYER			
SUPERVISOR NAME AND PHONE			TOTAL LENGTH OF EMPLOYMENT
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE	STARTING WAGE & POSITION	ENDING WAGE & POSITION
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

EMPLOYER			
SUPERVISOR NAME AND PHONE			TOTAL LENGTH OF EMPLOYMENT
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE	STARTING WAGE & POSITION	ENDING WAGE & POSITION
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

HAVE YOU EVER BEEN DISCHARGED, OR ASKED TO RESIGN, FROM A POSITION OF EMPLOYMENT? YES NO

PLEASE LIST 4 REFERENCES -- NOT FAMILY

NAME	RELATIONSHIP	PHONE & EMAIL
NAME	RELATIONSHIP	PHONE & EMAIL
NAME	RELATIONSHIP	PHONE & EMAIL
NAME	RELATIONSHIP	PHONE & EMAIL

EDUCATION

SCHOOL	DEGREE EARNED	LOCATION
SCHOOL	DEGREE EARNED	LOCATION
SCHOOL	DEGREE EARNED	LOCATION

SPECIAL CERTIFICATIONS OR TRAINING:

CALIFORNIA FOOD HANDLER'S PERMIT

A california food handler's permit is required for food service jobs. To be considered for employment, you must attach your card to your application.

IN ADDITION TO YOUR WORK HISTORY AND EDUCATION, ARE THERE ANY OTHER SKILLS, QUALIFICATIONS, OR EXPERIENCE WE SHOULD CONSIDER?

PLEASE TELL US WHY YOU ARE THE BEST FIT FOR THIS JOB?

WHAT MOTIVATES YOU?

IT'S YOUR DAY OFF. WHAT 3 THINGS ARE YOU GOING TO DO?

I certify that the facts set forth in this application are true, complete, and correct to the best of my knowledge. I understand that any misrepresentations, falsifications, or omissions on this application can be grounds for rejection of my application or, if I am employed by this company, for my immediate termination from employment. I authorize Scout Coffee, LLC to make any necessary inquiries and investigations into my education, military, or employment history. I further authorize, unless otherwise indicated on this application, the release of my information to Scout Coffee, LLC by any of the schools, services, or employers listed on this application.

SIGNED X	DATE
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IN ADDITION TO THIS APPLICATION, PLEASE ATTACH A TYPED RESUME AND COVER LETTER.

