

Application for Employment

Willoughby's Coffee & Tea



To Applicant: We appreciate your interest in our organization and we are interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading. We are an Equal Opportunity Employer. Consideration for employment is based solely on individual qualifications, without regard to race, marital status, religious creed, color, national origin, ancestry, sexual orientation, disability, medical condition, sex, veteran status or citizenship status, or age as required by applicable state and federal equal opportunity laws.

Name:	Last	First	M.	Social Security #:
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Address:	Street	City	State	Zip Code
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Telephone #: Home () Business () May we contact you at work? ___ Yes ___ No

Do you have a legal right and necessary documents to work in the U.S.? ___ Yes ___ No (Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986.)
 Were you previously employed by Willoughby's Coffee & Tea? Yes ___ No ___ If yes, dates employed From ___ To ___
 Have you ever filed an application with Willoughby's Coffee & Tea? _____
 List any relatives working at Willoughby's Coffee & Tea _____
 Have you ever been convicted of a crime, excluding traffic convictions? Yes ___ No ___
 If yes, please give the date, place and nature of the offense and disposition of the case:

Source: Advertisement ___ Walk In ___ Store location ___ School ___ Friend/Relative ___ Other ___

Position Applied For: _____ Desired Salary: _____ Are you willing to relocate? ___ Yes ___ No
 Full-time _____ Part-time _____ If Part-time, how many hours would you like to work per week? _____
 Are you willing to travel? ___ Yes ___ No What Percent? ___ %
 Please state the days/times you would be available.

	SUN	MON	TUES	WED	THURS	FRI	SAT
AM							
PM							

WORK EXPERIENCE

List below all present and past employment, beginning with **most recent**:
 May we contact your present employer? ___ Yes ___ No Past Employer ___ Yes ___ No

I. Name and Address of Company: _____ _____ _____ Tel # _____ Name of Supervisor _____	From:	To:	Starting Salary:	Last Salary:	Position:	Reason for Leaving:
In detail, describe the work you did: _____ _____ _____						

II. Name and Address of Company: _____ _____ _____ Tel # _____ Name of Supervisor _____	From:	To:	Starting Salary:	Last Salary:	Position:	Reason for Leaving:
In detail, describe the work you did: _____ _____ _____						

III. Name and Address of Company: _____ _____ _____ Tel # _____ Name of Supervisor _____	From:	To:	Starting Salary:	Last Salary:	Position:	Reason for Leaving:
In detail, describe the work you did: _____ _____ _____						
IV. Name and Address of Company: _____ _____ _____ Tel # _____ Name of Supervisor _____	From:	To:	Starting Salary:	Last Salary:	Position:	Reason for Leaving:
In detail, describe the work you did: _____ _____ _____						

Education

Name & Address	Course of Study	Years Completed	Did you Graduate?	Diploma or Degree
High School				
College				
Graduate				
Other Special Training				

U.S. Military Service

Branch of Service	Technical Specialization	Rank Attained

References

Give the name of three professional references.

Name/Occupation	Address	Telephone Number	Years Known
_____	_____	_____	_____
_____	_____	_____	_____

I hereby authorize Willoughby's Coffee & Tea to thoroughly investigate my educational background, references, employment record, credit record and/or criminal history. The applicant, upon request, has the right to be informed as to whether a consumer report was requested, and if requested, will be provided with the name and address of the consumer reporting agency that furnished such report. I authorize anyone possessing this information to furnish it to Willoughby's Coffee & Tea and/or a third party company upon request and I release anyone so authorized, Willoughby's Coffee & Tea and any third party company from all liability and damages whatsoever in furnishing, obtaining or using said information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including discharge. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Willoughby's Coffee & Tea.

I ACKNOWLEDGE THAT IF EMPLOYED, THE EMPLOYMENT WILL BE "AT WILL" AND EITHER PARTY WILL HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANYTIME FOR ANY REASON OR FOR NO REASON (WITH OR WITHOUT NOTICE). I UNDERSTAND THAT NOTHING CONTAINED IN THIS APPLICATION, OR CONVEYED DURING ANY INTERVIEW WHICH MAY GRANTED, IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT. I UNDERSTAND RECEIPT OF THIS APPLICATION BY WILLOUGHBY'S COFFEE & TEA DOES NOT IMPLY EMPLOYMENT.

Date of Application

Signature of Applicant