

**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.

<b>Name:</b>	Last	First	M.	Social Security #: - -
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<b>Address:</b>	Street	City	State	Zip	Email:
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**Telephone #:** Home ( ) Mobile ( ) 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.

	<b>SUN</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>	<b>SAT</b>
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

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

<b>II. Name and Address of Company:</b> _____ _____ _____ 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