

Application for Employment at Uptown Coffee

Please complete all three pages.

Date _____

Name _____

Present Address _____

Telephone number _____

Social Security Number _____ If under 18, what is your age? _____

Position being applied for _____

Employment desired: full time _____ part time _____ full or part time _____

Days and hours available to work:

No preference _____ Monday _____ Tuesday _____

Wednesday _____ Thursday _____ Friday _____

Saturday _____ Sunday _____

How many hours can you work weekly? _____

When would you be available to start? _____

<i>Type of School</i>	<i>Name of School</i>	<i>Location</i>	<i>Number of years completed</i>	<i>Major & Degree</i>
High School				
College				
Business or Trade School				
Professional School				

Have you ever been convicted of a crime? _____

If yes, please explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Please list two references other than relatives or previous employers.

Name _____	Name _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the position for which you are applying.

Please list your work experience, beginning with your most recent job. Please use back for more if necessary.

Name of employer _____

Address and phone _____

Name of last supervisor _____

Employment dates: from _____ to _____

Reason for leaving _____

List below the jobs you held, duties performed, skills used or learned, and advancements or promotions while you worked at this company.

Name of employer _____

Address and phone _____

Name of last supervisor _____

Employment dates: from _____ to _____

Reason for leaving _____

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