



# PHOENIX COFFEE BARISTA APPLICATION

## GENERAL INFORMATION

COMPLETE EACH SECTION OF THIS APPLICATION. Please note that neat handwriting is essential here: wouldn't it be horrible if we couldn't get back to you because we couldn't read your phone number and/or email?

NAME \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PREFERRED PRONOUN: *She/her Him/his They/their Other (specify):*

Are you at least 18 years old?  YES  NO Are you eligible to work in the U.S.?  YES  NO

Have you ever applied before?  YES  NO Have you ever been convicted of a felony?  YES  NO

Have you worked with us before?  YES  NO Location(s): \_\_\_\_\_ Year(s): \_\_\_\_\_

Which position are you interested in?  Barista  Manager  Other: \_\_\_\_\_

Part Time  Full Time  Temporary  Seasonal (Duration: \_\_\_\_\_)

Minimum Salary Requirements: \_\_\_\_\_

LOCATIONS:  2287 Lee Rd CLE HTS  1793 Coventry Rd CLE HTS  1700 East 9th St DOWNTOWN  3000 Bridge Ave OHIO CITY

DATE AVAILABLE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you able to work flexible hours?  YES  NO

Can you reach and answer the phone by the third ring from any place in the store?  YES  NO

Are you able to use a step stool or ladder to reach high shelving?  YES  NO

Are you able to lift 40 pounds and move it 40 feet?  YES  NO

## EDUCATION

Are you currently enrolled in school?  YES  NO

HIGH SCHOOL \_\_\_\_\_  
(Name and location)

Last grade completed \_\_\_\_\_  
Did you graduate?  YES  NO

TECHNICAL SCHOOL \_\_\_\_\_  
(Name and location)

Number of years completed \_\_\_\_\_  
Did you graduate?  YES  NO

Area of study or training received: \_\_\_\_\_

COLLEGE/UNIVERSITY \_\_\_\_\_  
(Name and location)

Number of years completed \_\_\_\_\_  
Did you graduate?  YES  NO

Area of study or training received: \_\_\_\_\_

OTHER \_\_\_\_\_  
(Name and location)

Number of years completed \_\_\_\_\_  
Did you graduate?  YES  NO

**MILITARY EXPERIENCE:**  YES  NO

Do you have U.S. Armed Forces Reserve obligations?  YES  NO

Branch of U.S. Service \_\_\_\_\_ Entered \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Highest rank attained \_\_\_\_\_ Discharged \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

List any special training received: \_\_\_\_\_

## EMPLOYMENT RECORD

*List most recent employment first. It's important to be thorough and write legibly here.*

EMPLOYER'S NAME \_\_\_\_\_ Start date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_ Start pay \_\_\_\_\_ End pay \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Job Duties \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_ Start date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_ Start pay \_\_\_\_\_ End pay \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Job Duties \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_ Start date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_ Start pay \_\_\_\_\_ End pay \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Job Duties \_\_\_\_\_

## REFERENCES

*Please provide three references, who know you in a work environment and who are not listed above as supervisors.*

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION/POSITION \_\_\_\_\_

COMPANY \_\_\_\_\_ How long has reference known you? \_\_\_\_\_

Under what circumstances has the reference known you? \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION/POSITION \_\_\_\_\_

COMPANY \_\_\_\_\_ How long has reference known you? \_\_\_\_\_

Under what circumstances has the reference known you? \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION/POSITION \_\_\_\_\_

COMPANY \_\_\_\_\_ How long has reference known you? \_\_\_\_\_

Under what circumstances has the reference known you? \_\_\_\_\_

**ADDITIONAL INFORMATION** *(please feel free to add additional sheets)*

Why do you want to work for Phoenix Coffee Company?

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Why should we hire you?

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What are a barista's three most important responsibilities or tasks?

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Do you love working with people?

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Describe a situation where you have had to utilize your mathematical/calculation abilities, such as handling cash:

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Your best customer service story (feel free to continue on a separate sheet):

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If hired, how long do you plan to work?

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**PLEASE LIST THE HOURS YOU ARE CURRENTLY AVAILABLE FOR WORK IN THE SPACE BELOW**

*(Especially if you are applying for part time work)*

**Application is active for 90 days.**

I certify that the above information is true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts requested on this application is cause for rejection of this application or for subsequent dismissal from employment. I authorize an investigation of any of the facts set forth in this application. I give permission to check my educational background, employment record, references, criminal record and credit record and release any and all persons, companies or agencies responding to such investigation from any liability for any damage due to releasing information pertaining hereto. I understand I will be required to provide information for compliance with the Immigration Reform and Control Act. I understand that I may be required to have a physical examination, drug test, and pre-employment evaluation. I understand and agree that my employment with Phoenix Coffee Company is entered into voluntarily and that I may resign at any time.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_