



# APPLICATION FOR EMPLOYMENT

Mill Mountain Coffee and Tea is an equal opportunity employer.

Date of Application: \_\_\_\_\_

## PERSONAL INFORMATION

<b>Name (Last, Middle, First)</b>			
<b>Current Address</b>			
<b>Permanent Address</b>			
<b>Primary Phone Number</b>			
<b>Referred By</b>			

## EMPLOYMENT INFORMATION

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Hours available</b>							
Have you ever worked for Mill Mountain Coffee and Tea?	If yes, when?		Which location?				
Are you legally eligible for employment in the U.S.?							
Are you less than 18 years of age?							
Have you been convicted of a crime in the last seven (7) years? If yes, list convictions that are a matter of public record on a separate document. <i>A conviction will not necessarily disqualify you for employment.</i>							

## EDUCATION

	Name and Location of School	Years Completed	Graduated	Subjects Studied and Degree
<b>High School</b>				
<b>College</b>				
<b>Professional / Graduate School</b>				

## GENERAL INFORMATION

<b>Relevant Skills and Specialized Training</b>
<b>Military Service and Rank</b>

**EMPLOYMENT HISTORY** (list last four, starting with current or most recent)

Date of Employment (month/year)	Employer Address and Phone Number	Salary or Hourly Wage	Position	Reason for Leaving
From To				
From To				
From To				
From To				

**REFERENCES**

Name	Address and Phone Number	Business	Years Known	How do you know this person?

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal. I certify that I completed this application of my own accord and without assistance unless otherwise specified. I authorize Mill Mountain Coffee and Tea to thoroughly investigate all statements contained herein including, but not limited to, my background, references, employment record, education history and other matters related to my suitability for employment. I authorize all persons, schools, employers, and organizations to provide any and all information concerning my employment and other relevant information, personal or otherwise; and I release all persons, schools, employers and organizations of any and all claims for providing such information. I release Mill Mountain Coffee and Tea from any liability for any damage that may result from the utilization of such information. I understand that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I understand that completion of this form and/or any interview does not indicate that there is a position open and does not obligate Mill Mountain Coffee and Tea to hire me. I understand and agree that any employment is at will, which means that it is for no specified period and may be terminated by me or Mill Mountain Coffee and Tea at any time without prior notice for any reason. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

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

**OFFICE USE ONLY**

<b>DOB</b>	<b>SSN</b>	<b>Date Hired</b>
<b>Emergency Contact</b>		<b>Phone</b>
<b>Relevant Medical Information</b>		
<b>Date and Reason of Exit</b>		
<b>Eligible for Rehire</b>		