



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: (____) _____ E-mail Address: _____

Date Available: __/__/20__ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____ **Part Time Employment** _____ or **Full Time Employment** _____

How were you referred to InHouse Coffee? _____

Special Skills and Qualifications (Summarize special skills and qualifications acquired from employment or other experiences)

Education

High School: _____ Address: _____

From: __/__/__ To: __/__/__ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: __/__/__ To: __/__/__ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: __/__/__ To: __/__/__ Did you graduate? YES NO Degree: _____

Your Availability

Please check off the days that you are available to work with the corresponding times below each day.

Days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: __/__/__ To: __/__/__ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Previous Employment Continued..

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Job Title: _____
Responsibilities: _____
From: __/__/__ To: __/__/__ From: __/__/__
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: __/__/__ To: __/__/__ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

This application will be considered active for a Maximum of Forty-Five (45) days. If you wish to be considered for employment after that time, you must reapply.

Applicants for employment are considered without regard to race, color, religion, sex, sexual orientation, marital status, national origin, age, or handicap. Also, it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

*It is my understanding that the employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefit by this company. **I understand and agree that if hired, my employment will be at-will in nature and may be terminated with or without cause, at any time by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agent or representatives of this company.***

AGREEMENT: *I certify that the information on this application is true, complete, and correct. I authorize **InHouse Coffee, INC.** to investigate my past employment, education and activities and I release from all liability all person, companies, and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.*

Signature: _____ Date: ____/____/20____