



# Application for Employment

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, nationality or ethnic origin, gender, age or disability.

**This Application must be completed even if you are attaching a personal resume.** Information provided will be verified by **Café Moka**. Type or use Black Ink to Complete this Application. **TODAY'S DATE:** \_\_\_\_\_

## Employment Desired

Position	Date Available		Salary Desired		Type of Employment		
					Full-time <input type="checkbox"/>	Summer <input type="checkbox"/>	
					Part-time <input type="checkbox"/>	Other <input type="checkbox"/>	
					Hours per week _____		
Specify hours available for each day of the week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

## Personal Information

Last Name		First Name		Middle Name	
Address (Number, Street, City, State, Zip Code)					
Social Security Number		Home Telephone Number		How were you referred to this position? (Ex. Current employee, newspaper ad)	
If hired, can you show proof of authorization to work in the United States?			Are you age 18 or above?		
YES <input type="checkbox"/> NO <input type="checkbox"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>		

## Education

High School Attended and Location	No. of Years Completed?	Did you graduate?	Degree/Units Completed?
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
College/University Attended and Location	No. of Years Completed?	Did you graduate?	Degree/Units Completed?
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Trade, Business or Correspondence School Attended and Location	No. of Years Completed?	Did you graduate?	Degree/Units Completed?
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	

## General

Do you enjoy drinking coffee? YES  NO

What do you like about coffee?

Why do you want to work at Café Moka?

Describe a specific situation where you had provided excellent customer service in your most recent position. Why was this effective?

Experience/Skills Related to the Position for which you are Applying

### Current Employment

Are you currently employed?

May we contact your present employer?

Why are you seeking a new position?

List additional information, such as a different name or nickname, needed to check job references, education:

### Employment History (List Present or Most Recent Positions First)

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of Business	Department	Job Title/Position
Duties			
Name and Position of Immediate Supervisor			
Date Employed (Month, Day, Year)	Date Left (Month, Day, Year)	Starting Salary	Final Salary
Reason for Leaving			

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of Business	Department	Job Title/Position
Duties			
Name and Position of Immediate Supervisor			
Date Employed (Month, Day, Year)	Date Left (Month, Day, Year)	Starting Salary	Final Salary
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Date Employed (Month, Day, Year)	Date Left (Month, Day, Year)	Starting Salary	Final Salary
Reason for Leaving			

## Community Record

1. Have you ever been convicted of a felony, misdemeanor or other crime (including military convictions) in the last 7 years? YES  NO

If yes, list convictions that are a matter of public record. *Convictions will not absolutely bar employment and will only be considered in relation to specific job requirements.*

## References

Please provide the names, addresses and phone numbers of three references (**do not include relatives/family members**):

Name	Address	Title/Company	Home Phone Work Phone
			_____ _____
			_____ _____
			_____ _____

## Verification and Signature

All of the information provided by me on this application, my personal resume and any other supplementary materials, is true and correct. I authorize Café Moka to verify the information provided by me, and to contact any reference, employer, school, or educational institution listed by me.

- I understand that receipt of this application by Café Moka does not mean that I have been hired or employed by Café Moka. I understand that this application is not a contract of employment. If hired, I understand that no one at Café Moka has the authority to change the terminable "at will" nature of the Employment, other than the Owner of Café Moka in writing.

- I authorize Café Moka to contact former employers, schools and references listed on this application. I release my former employers and Café Moka from any and all liability in connection with the furnishing of this information to Café Moka.

- I UNDERSTAND THAT FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION ON THIS APPLICATION FOR EMPLOYMENT OR ON ANY OTHER EMPLOYMENT FORM, SHALL BE GROUNDS FOR IMMEDIATE TERMINATION, REGARDLESS OF WHEN SUCH FALSIFICATION, MISREPRESENTATION, OR OMISSION IS DISCOVERED.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date