



# EMPLOYMENT APPLICATION

TODAY'S DATE: \_\_\_\_\_

LOCATION : \_\_\_\_\_

## PERSONAL INFORMATION

<b>Name:</b>	First:	Middle:	Last:
<b>Email:</b> _____			
<b>Address:</b> _____			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Phone Number: (HOME)</b>		<b>(CELL)</b>	
1. Have you ever worked for Ten Ren's Tea Time? If yes, please list dates, location(s) and reason for leaving: _____			
2. Are you referred by someone: Yes                      No                      If so, who? _____			
3. Can you, upon employment, submit verification of your legal right to work in the U.S. and provide documentation verifying your identity?    Yes                      No			
4. Are you 16 years of age or older? Yes                      No                      (For employees under age 18 a work permit is required)			

## EMPLOYMENT DESIRED

<b>Position:</b> _____	<b>Salary Desired:</b> _____	<b>Date You Can Start:</b> _____					
<b>Total available work hours per week:</b> _____							
<b>Are you willing and available to work at any other Ten Ren's Tea Time locations?</b>							
Yes	No	If yes, where: _____					
<b>Please tell us your weekly availability:</b>							
	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>
<b>From:</b>							
<b>To:</b>							
<b>What are your strengths as an employee?</b> _____ _____							
<b>Why do you want to work for Ten Ren's Tea Time?</b> _____ _____ _____							



# EMPLOYMENT APPLICATION

## EDUCATION

	Name	City & State	Graduated	
High School			YES	NO
College			YES	NO
Business School			YES	NO
List skills relevant to position applied for (languages):			Major:	

## EMPLOYMENT EXPERIENCE

**Starting with your most recent job, please list present and past employment. All info is required.**

Company Name	From	To	Position	Salary	Reason For Leaving

## References

Name	Phone #	Relationship
1		
2		
3		

## APPLICANT'S STATEMENT

**TEN REN'S TEA TIME IS AN EQUAL OPPORTUNITY EMPLOYER. PLEASE READ THE FOLLOWING STATEMENT CAREFULLY**

I declare under penalty of perjury that I personally completed this application and that, to the best of my knowledge, the information contained in this application is true and complete. I understand that any false information or significant omissions may disqualify me from further consideration of employment and, in the event I become employed, may result in the termination of my employment if discovered at a later date. I also understand and agree that nothing contained in this application is intended to create an employment contract between me and the company. I also understand and agree that if I am hired, my employment with the company will be at will, and may be terminated by either me or the company at any time, with or without cause or advance notice. I understand that no promises or representations to the contrary will be binding on the company unless made in writing signed by both me and the Chief Executive Officer of the company.

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