

Application for Employment

**PLEASE TYPE OR PRINT**.

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| Position Applying For: | Name (Last, First, Middle):       | Other names under which you have attended school or been employed: |
| Street Address:       | City, State & Zip:       |  |
| E-Mail Address:       | Home Phone:       | Cell Phone: |
| Are you eligible to work in the United States? | [ ] Yes  [ ] No |  |
| Are you 18 years of age or older? | [ ]  Yes [ ]  No | If NO, what is your current age? |
| Are you currently employed? If Yes, where? | [ ] Yes  [ ]  No | If YES, what is your current job title & department? |
| Are you related to any current       Kaffee Meister employee? | [ ] Yes [ ]  No | If YES, please list name & relationship to you. |
| How did you learn about this employment opportunity at KaffeeMEISTER?  |

##  EDUCATION

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| --- | --- | --- | --- | --- | --- |
| Name of School | City/State | **Did you graduate?** | **If No, # of years left to graduate** | **Degree received** | **Major** |
| High School:       |       | [ ] Yes [ ]  No |       |  |       |
| GED:       |       | [ ] Yes [ ]  No |       |  |       |
| Other School:        |       | [ ] Yes [ ]  No |       |       |       |
| College:       |       | [ ] Yes [ ]  No |       |       |       |
| College:       |       | [ ] Yes [ ]  No |       |       |       |
| College:       |       | [ ] Yes [ ]  No |       |       |       |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position.

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**WORK EXPERIENCE**-Please detail your work history for the last 10 years. Begin with your current or most recent employer. Attach additional sheets if necessary.

**PLEASE NOTE**: Kaffee Meister reserves the right to contact all current and former employers for reference information.

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| Dates Employed (most recent position)From:       To        | [ ] Full time [ ]  Part-timeIf part-time, # hrs./wk: [ ]  | Title:       |
| Organization Name and Address: | Contact my current references:[ ]  At any time[ ]  Only if I am a finalist candidate |
| Supervisor’s Name, Title and Phone #:       | Other Reference Name, Title and Phone #:       | Reason for Leaving:       |
| Primary duties:       |
| Dates Employed (next most recent position)From:       To        | [ ] Full time [ ]  Part-timeIf part-time, # hrs./wk: [ ]  | Title:       |
| Organization Name and Address: | Contact my current references:[ ]  At any time[ ]  Only if I am a finalist candidate |
| Supervisor’s Name, Title and Phone #:       | Other Reference Name, Title and Phone #:       | Reason for Leaving:       |
| Primary duties:       |

**AVAILABILITY IS VERY IMPORTANT. Please list shifts and locations for which you would be available:**

**TIMES: I can open (as early as 6:00 a.m.) \_\_\_\_\_\_\_ I can close (as late as 7:30 p.m.) \_\_\_\_\_\_\_\_**

**DAYS: Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wednesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Thursday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Saturday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sunday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please list any times during which you would NOT be available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you plan to be available during the Holiday season? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

 I certify that the information on this application and its supporting documents is accurate and complete. I authorize The Kaffee Meister to investigate,

 without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response

 to any inquiries in connection with this application for employment. I understand that this document is NOT an offer of employment, and that an offer of

 employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Kaffee Meister

 serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.

 If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company regulations.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_