

# Gimme! Coffee Application for Employment

Form Updated 10.25.2017

*PRINT IN BLACK INK OR TYPE. Applicants are encouraged to submit a resume and/or cover letter; please attach directly to this application form. You must fill out this application form completely, even if you have submitted a resume. If questions are not applicable, enter "NA." Do not leave questions blank. Be sure to sign when completed. Gimme! Coffee Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law. Any applicant requiring an accommodation during any phase of the application process must notify the Human Resources Office and the Hiring Manager.*

PERSONAL INFORMATION	
NAME (FIRST, MI, LAST)	PREFERRED NAME (IF DIFFERENT FROM LEGAL NAME)
MAILING ADDRESS	PRONOUNS
EMAIL ADDRESS	PHONE NUMBER
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE US? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU OVER 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO

EMPLOYMENT DESIRED						
POSITION DESIRED - INDICATE LOCATION(S)	DATE YOU CAN START					
PLEASE INDICATE THE HOURS YOU <b>ARE</b> AVAILABLE TO WORK, BOTH DAY AND EVENING:						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SCHEDULE DESIRED <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	DESIRED HOURS PER WEEK	PLEASE LIST ANY OTHER SCHEDULE RESTRICTIONS				
HOW DID YOU LEARN OF THIS OPENING?						

EDUCATIONAL HISTORY & RELEVANT EXPERIENCE			
	NAME & LOCATION OF SCHOOL	DID YOU GRADUATE?	DEGREE, MAJOR, AND SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE			
OTHER			
HONORS, AWARDS, FELLOWSHIPS		PROFESSIONAL CERTIFICATIONS & LICENSES	
COFFEE EXPERIENCE			
OTHER RELEVANT EXPERIENCE		DO YOU HAVE A NYC FOOD PROTECTION CERTIFICATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	

## EMPLOYMENT HISTORY

**Include all employment within the past 5 years, listing most recent employment first. Do not omit any employment within 5 years, regardless of length. Use blank sheets if you need more space. Account for periods of unemployment in separate blocks. Include military service. Include volunteer work if desired.**

<b>MOST RECENT EMPLOYER</b>	ARE YOU CURRENTLY EMPLOYED HERE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
COMPANY NAME	COMPANY CITY/STATE	COMPANY PHONE NUMBER
JOB TITLE	JOB DUTIES	SUPERVISOR NAME
DATES OF EMPLOYMENT FROM: TO:		REASON FOR LEAVING
<b>SECOND MOST RECENT EMPLOYER</b>		
COMPANY NAME	COMPANY CITY/STATE	COMPANY PHONE NUMBER
JOB TITLE	JOB DUTIES	SUPERVISOR NAME
DATES OF EMPLOYMENT FROM: TO:		REASON FOR LEAVING
<b>THIRD MOST RECENT EMPLOYER</b>		
COMPANY NAME	COMPANY CITY/STATE	COMPANY PHONE NUMBER
JOB TITLE	JOB DUTIES	SUPERVISOR NAME
DATES OF EMPLOYMENT FROM: TO:		REASON FOR LEAVING
<b>LIST ALL EMPLOYMENT WITHIN 5 YEARS. ATTACH ADDITIONAL SHEETS IF NEEDED..</b>		

## OTHER INFORMATION

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? IF SO, FOR WHAT REASON? ATTACH ADDITIONAL SHEET IF NEEDED.

PLEASE LIST TWO PERSONAL REFERENCES WHO ARE NOT RELATIVES.

	<u>NAME</u>	<u>TELEPHONE</u>	<u>ADDRESS</u>	<u>OCCUPATION</u>	<u>YEARS KNOWN</u>
1.					
2.					

ANY ADDITIONAL INFORMATION YOU'D LIKE TO SHARE? ATTACH ADDITIONAL SHEET IF NEEDED.

## CERTIFICATION

*I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any misrepresentations, omissions, or false statements on this application will disqualify me from further consideration and may be grounds for immediate dismissal. I authorize investigation of all statements contained in this application. I also grant permission to contact all references and employers listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you. I understand and agree that, if hired, my employment is for no definite period and no promise is binding unless in writing and signed by the CEO. I understand that this application is not an offer, promise, or contract of employment, either expressed or implied. If hired, my employment would be "at will" and could be terminated by either Gimme! Coffee, Inc. or me at any time, with or without notice or cause.*

APPLICANT SIGNATURE	DATE
PRINT APPLICANT NAME (FIRST, MI, LAST)	