

Moore Coffee Shop

Moore Coffee Shop is an Equal Opportunity Employer.

EMPLOYMENT APPLICATION

For official use only

Date rec'd: _____

Rec'd by: _____

Screened: _____

Ref'd by: _____

Position Desired: _____

Full Name _____ Social Security Number _____

Address _____ City _____ State _____ Zip _____

Phone _____ Alternate Phone _____ E-Mail _____

Have you previously worked for Moore Coffee Shop? Yes No If yes, when: _____

Do you currently have any friends or family working for Moore Coffee Shop? Yes No If yes, whom: _____

Do you have any illness or injuries that may prevent you from performing the duties related to the position in which you have applied? Yes No If yes, please explain: _____

Are you 18 years of age? Yes No Have you ever been convicted of a crime? Yes No If yes, please explain: (Answering "yes" does not disqualify you for employment with Moore Coffee Shop.) _____

AVAILABILITY Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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How long will the above availability apply? _____

Are there any restrictions to your availability? _____

EDUCATION

High School:	Years Completed:
College:	Years Completed:
Trade/Tech School:	Course Completed:

EXPERIENCE

Employer:	Position:
Address:	Phone:
Dates of Employment:	Supervisor:
Reason for Leaving:	Rate of Pay:

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REFERENCES

Name	Relationship	Years Known	Address	Phone

What special skills or qualifications would you like us to know about?

How did you hear about Moore Coffee Shop?

Why would you like to work at Moore Coffee Shop?

Do you know of anyone who may be interested in working here?

Name	Phone	Relation

I have fully completed the employment application and certify that my answers are true and complete to the best of my knowledge. I authorize **Moore Coffee Shop** to verify any of the above listed information as part of my application for employment with **Moore Coffee Shop**.

Applicant Signature _____ Date _____