

EMPLOYMENT APPLICATION



Return this Application to our
Coffee House or, mail it to:
La Vida Java Coffee Co.
P.O. Box 241
Crestwood, KY 40014

FOR OFFICE USE ONLY	INTERVIEW DATE
	INTERVIEWER
	INTERVIEW DATE

NAME (FIRST, LAST)		DATE	SOCIAL SECURITY NO.	
STREET ADDRESS		CITY	STATE	ZIP CODE
EMAIL ADDRESS				
TELEPHONE NO.	ARE YOU 18 YEARS OR OLDER? YES _____ NO _____	IF NO, PLEASE GIVE AGE AND DATE OF BIRTH		

EMPLOYMENT INFORMATION

POSITION	PART TIME FULL TIME	ARE YOU INTERESTED IN MGMT? YES _____ NO _____	HOURS/WK	DATE YOU CAN START	DESIRED WAGE
ARE YOU PRESENTLY EMPLOYED? YES _____ NO _____		I AM LOOKING FOR WORK DURING THE: FALL _____ WINTER _____ SPRING _____ SUMMER _____ ALL YEAR _____			
HAVE YOU EVER APPLIED AT LA VIDA JAVA COFFEE COMPANY? NO _____ YES _____ WHEN? _____			DO YOU KNOW ANYONE WHO IS OR WAS EMPLOYED AT LVJ? NO _____ YES _____ IF YES, WHO? _____		
HOW DID YOU FIND OUT ABOUT OUR EMPLOYMENT OPPORTUNITIES? NEWSPAPER _____ WALK-IN _____ FRIEND _____ INTERNET _____ OTHER _____					
WHERE ELSE HAVE YOU APPLIED, OR ARE PLANNING TO APPLY?			HAVE YOU EVER BEEN TERMINATED FROM A JOB, IF SO, EXPLAIN. NO _____ YES _____		
HAVE YOU EVER BEEN CONVICTED OF AN CRIME, EXCLUDING MISDEMEANORS OR TRAFFIC VIOLATIONS? YES _____ NO _____ IF YES, PLEASE EXPLAIN:					
ARE YOU LEGALLY ABLE TO BE EMPLOYED IN THE UNITED STATES? YES _____ NO _____			DO YOU HAVE RELIABLE TRANSPORTATION? YES _____ NO _____		

EDUCATION

SCHOOL LEVEL	NAME OF SCHOOL, CITY & STATE	YEARS COMPLETED	DATES ATTENDED	DID YOU GRADUATE?	COURSE OF STUDY
HIGH SCHOOL		1 2 3 4			
COLLEGE		1 2 3 4			
TRADE OR BUS. SCHOOL		1 2 3 4			

GENERAL

HAVE YOU EVER WORKED IN A COFFEE HOUSE? YES _____ NO _____ IF YES, WHERE? _____	HAVE YOU EVER USED AN ESPRESSO MACHINE? YES _____ NO _____ IF YES, WHICH? _____
WHAT DO YOU LIKE ABOUT COFFEE?	
WHY DO YOU WANT TO WORK AT LA VIDA JAVA COFFEE COMPANY?	
GIVE AN EXAMPLE OF WHEN YOU RECEIVED EXCELLENT CUSTOMER SERVICE. WHAT KIND OF AFFECT DID IT HAVE ON YOU? -----	
WHAT ARE YOUR HOBBIES? -----	

EMPLOYMENT HISTORY

List below your last three employers, beginning with your most recent.

NAME OF PRESENT OR LAST EMPLOYER			
STREET ADDRESS		CITY	STATE WORK PHONE ()
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY OR HRLY WAGE	WEEKLY FINAL SALARY OR HRLY WAGE	SUPERVISOR'S NAME	MAY WE CONTACT YOUR SUPERVISOR? YES___ NO___
DESCRIPTION OF WORK			

REASON FOR LEAVING			

NAME OF PRESENT OR LAST EMPLOYER			
STREET ADDRESS		CITY	STATE WORK PHONE ()
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY OR HRLY WAGE	WEEKLY FINAL SALARY OR HRLY WAGE	SUPERVISOR'S NAME	MAY WE CONTACT YOUR SUPERVISOR? YES___ NO___
DESCRIPTION OF WORK			

REASON FOR LEAVING			

NAME OF PRESENT OR LAST EMPLOYER			
STREET ADDRESS		CITY	STATE WORK PHONE ()
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY OR HRLY WAGE	WEEKLY FINAL SALARY OR HRLY WAGE	SUPERVISOR'S NAME	MAY WE CONTACT YOUR SUPERVISOR? YES___ NO___
DESCRIPTION OF WORK			

REASON FOR LEAVING			

HAVE YOU EVER BEEN CONVICTED OF A FELONY WITHIN THE LAST FIVE YEARS? YES___ NO___	
IF YES, PLEASE EXPLAIN. (A CONVICTION WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION)	

AVAILABILITY

List the days and times you are available to work.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

ARE THERE ANY PERIODS OF TIME YOU NEED OFF (THAT YOU KNOW OF CURRENTLY) YES _____ NO _____
 IF YES, LIST THEM HERE:

AFTER HIRE, WRITE THESE DATES ON THE POSTED SCHEDULE REQUEST SHEET

ESSAY QUESTIONS

Please answer the following questions within the space provided.

WHAT DO YOU CONSIDER THE 5 MOST IMPORTANT FEATURES IN A JOB?

1

2

3

4

5

DESCRIBE A SITUATION WHEN YOU RECEIVED OR PROVIDED EXCELLENT CUSTOMER SERVICE:

DESCRIBE THE HARDEST THING YOU'VE DONE (AT A JOB OR IN GENERAL), WHY DID YOU DO IT, AND HOW DID YOU FEEL ABOUT IT?:

ESSAY QUESTIONS (Cont.)

DESCRIBE A CONFLICT SITUATION AT A JOB AND HOW YOU RESOLVED IT:

PART OF THIS JOB IS PROMOTING OUR COFFEES, TEAS, AND DESSERTS. DEMONSTRATE YOUR SALESMANSHIP BY PROMOTING YOURSELF TO US:

DESCRIBE AN EXPERIENCE YOU'VE HAD INVOLVING COFFEE, TEA, OR AT ANOTHER COFFEE HOUSE:

PLEASE READ & SIGN:

By my signature below, I certify that the information provided in this employment application (and accompanying resume or documentation, if any) is true and complete. Any omission will be considered a falsehood and grounds for dismissal.

I authorize any person, school, current employer, past employer(s), and organizations named in this application (and accompanying resume or documentation, if any) to provide La Vida Java Coffee Company with any information and opinion requested by La Vida Java Coffee Company, in connection with any application, and I release such persons and organizations from any legal liability from making any such statements.

I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted La Vida Java Coffee Company policies. I understand and agree that, if hired, my employment will be on an "at will" basis and my employment is for definite period of time. I understand and agree that my employment can be terminated with or without cause, and with or without notice at any time regardless of the date of payment of my wages or salary. I understand that no person is authorized to change any of the terms mentioned in this employment application.

I agree to immediately notify the store manager of the La Vida Java Coffee Company I am applying to, if I should be convicted of a felony, or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse or violence, while my job application is pending or during my period of employment, if hired.

In the event of employment, La Vida Java Coffee Company and its' authorized agents shall be entitled, without further consent, to copyright, sell or use in any manner, any picture, photograph, or any recording of my voice pursuant to my employment at La Vida Java Coffee Company.

APPLICANT'S SIGNATURE _____

DATE _____