

Application for Employment

Manvel Avenue Coffee Co.

905 Manvel Avenue

Chandler, OK 74834

(405)258-0905

jobs@manvelavecoffee.com

It is the policy of the company to provide equal opportunity with regard to all items and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age or any other protected characteristic.

Tests for alcohol and illegal drug use may be required prior to and during employment.

Name _____ Today's Date _____

Address _____

City/State/Zip _____ Phone _____

Email _____ Position applying for _____

Coffee Shop Experience? Yes No Food Industry Experience? Yes No

Special training or skills (languages, certifications, machine operation, etc.) that would benefit you in the job for which you are applying: _____

Would you accept part-time work? Yes No Number of work hours desired? _____

Would you accept full-time work? Yes No Are you 18 years or older? Yes No

On what date would you be available for work? _____

Do you have a legal right to be employed in the U. S.? Yes No

Work Availability:

(List times from 6:00am to 11:00pm)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Why would you like to work at Manvel Avenue Coffee Co.?

Educational Background:

High School:

Name / Location: _____

Course of study: _____ Did you graduate? _____ GPA: _____

College:

Name / Location: _____

Course of study: _____ Did you graduate? _____ GPA: _____

Vocational, or other, training:

Name / Location: _____

Course of study: _____ Did you graduate? _____ Degree/diploma: _____

Previous Employers and Addresses:

Place an by the employer(s) you do not want us to contact. List the most recent employer first.

1. Company Name _____ Phone (_____) _____

Supervisor's Name _____ Employed from _____ / _____ / _____ To _____ / _____ / _____
Month / Year Month / Year

Address _____
Street Address City State Zip

Position _____ Last Wage \$ _____

Reason for Leaving _____

2. Company Name _____ Phone (_____) _____

Supervisor's Name _____ Employed from _____ / _____ / _____ To _____ / _____ / _____
Month / Year Month / Year

Address _____
Street Address City State Zip

Position _____ Last Wage \$ _____

Reason for Leaving _____

3. Company Name _____ Phone (_____) _____

Supervisor's Name _____ Employed from _____ / _____ / _____ To _____ / _____ / _____
Month / Year Month / Year

Address _____
Street Address City State Zip

Position _____ Last Wage \$ _____

Reason for Leaving _____

References:

1. Name: _____ Contact #: _____

2. Name: _____ Contact #: _____

3. Name: _____ Contact #: _____

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED, AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR COMPANY USE ONLY:

NOTES: _____

INTERVIEWED BY: _____

DATE: _____