

Bella * Espresso

Application for Employment

-YOU MUST READ AND SIGN OUR APPLICANT'S CERTIFICATION AGREEMENT-

In consideration of my employment I agree to conform to the rules and regulations established by Bella Espresso. I declare that the facts set forth in the Application for Employment are true and complete to the best of my knowledge. I authorize Bella Espresso to investigate all information through personal interviews with references and past employers listed on this application, and I authorize these references and past employers to provide Bella Espresso with information they have regarding my employment history.

Sign: _____ Date: _____

Full Name: _____ DOB: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____ Emergency: _____

Email Address: _____

Driver's License # _____ Food Card# _____

Food Handler's Card Yes No OLCC Permit Yes No Salary Desired: _____

Are you a US Citizen Yes No If not, do you have a work Visa? Yes No

Have you ever worked for Bella Espresso before? Yes No If so, when? _____

Have you ever plead guilty to, or no contest to, or been convicted of, a crime? Yes No If Yes, please give dates and details: _____

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Desired Position/Shifts: Manager ShiftLeader Barista Baristo Server

FullTime PartTime AMShift PMShift FullTime PartTime SummerOnly

Days/Times you cannot/will not work: _____

Pre-arranged vacations or times gone: _____

Questionnaire

Please complete the following questions in paragraph form on a separate piece of paper and hand it in with the application.

1. Please describe in your own words, your definition of work ethic and how valuable it is to you.
2. Please describe in your own words what personal customer service is to you.
3. Please describe any special attributes that may set you apart from the rest of the applicants.
4. Please describe what you expect from your employer.

High School: _____ Graduated? Yes _____ No _____
College and/or Trade School: _____ Graduated? Yes _____ No _____
Summarize your special skills, training, activities, interests and qualifications: _____

Why do you feel qualified for the position you applied for? _____

We are interested in your future goals; please describe how we fit into them. _____

Previous Employment: From: _____ To: _____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: _____ Supervisor: _____ Supervisor's Title: _____
Responsibilities: _____
Starting Pay: _____ Ending Pay: _____ Reason for leaving: _____

Previous Employment: From: _____ To: _____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: _____ Supervisor: _____ Supervisor's Title: _____
Responsibilities: _____
Starting Pay: _____ Ending Pay: _____ Reason for leaving: _____

Previous Employment: From: _____ To: _____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: _____ Supervisor: _____ Supervisor's Title: _____
Responsibilities: _____
Starting Pay: _____ Ending Pay: _____ Reason for leaving: _____

Personal References:

Name: _____ Phone: _____ How long known? _____
Name: _____ Phone: _____ How long known? _____
Name: _____ Phone: _____ How long known? _____

Name of Person to contact in case of an emergency:

Name: _____ Phone: _____ Relationship: _____

This space for Management only: _____

Interview Date: _____ By Who: _____ Hired? Yes _____ No _____

If no, why? _____

Starting Date: _____ Starting Wage: _____ Other: _____

