

POSITION APPLIED FOR
DATE

APPLICATION FOR EMPLOYMENT

(Please answer all questions)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

FOR OFFICE USE ONLY	
DATE STARTED	
EMPLOYEE NUMBER	
DEPARTMENT	
Kitchen	Bar Dining Room Other

NOTICE: Applicant should read the following information carefully before filling out any of the questions on this form. We are an equal opportunity employer and fully subscribe to the principles of equal opportunity. It is our policy to seek and employ the best qualified personnel in all positions without regard to race, color, religion, age, sex, disability, national origin or any other basis made unlawful by either state or federal law. It is our policy to comply with all federal and state employment statutes. Information requested on this application will not be used for any purpose prohibited by law.

NAME: LAST FIRST MIDDLE

PRESENT ADDRESS CITY STATE ZIP CODE

() _____ How long have you lived at the above address? _____

PHONE _____

Are you 18 years old or older? Yes No If not, state date of birth ____/____/____

If under age 18, how many hours per week are you employed elsewhere? _____ hours

Have you had any name changes this employer should know about in order to verify job or education history? Yes No Previous Name _____

Do you have transportation to and from work? Yes No Are you authorized to work in the U.S.? Yes No

Position applied for? _____ Date you can start ____/____/____ Salary desired _____

Are you applying for Full Time Part Time Temporary Days Only Nights Only Days/Nights

Who recommended you for this position? _____

EDUCATION						
SCHOOLING	NAME AND ADDRESS OF SCHOOL			GRADE or DEGREE COMPLETED	GRADUATE	
					YES	NO
High School						
College or University						
Others (Specify)						
Military Service Schools Attended						
Military Service Record	War Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch	From: (Date)	To: (Date)	Highest Grade	

PLEASE CHECK THE KIND OF WORK YOU HAVE DONE:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Bartender
<input type="checkbox"/> Bookkeeper
<input type="checkbox"/> Bus Person
<input type="checkbox"/> Carver
<input type="checkbox"/> Chef
<input type="checkbox"/> Cook
<input type="checkbox"/> Cook Helper
<input type="checkbox"/> Counter | <input type="checkbox"/> Dietitian
<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Food Prep Technician
<input type="checkbox"/> Fountain
<input type="checkbox"/> Host or Hostess
<input type="checkbox"/> Kitchen Helper
<input type="checkbox"/> Manager
<input type="checkbox"/> Pantry | <input type="checkbox"/> Pastry Cook
<input type="checkbox"/> Porter
<input type="checkbox"/> Pot Washer
<input type="checkbox"/> Salad
<input type="checkbox"/> Sandwiches
<input type="checkbox"/> Stenographer
<input type="checkbox"/> Typist
<input type="checkbox"/> Vegetable Cook | <input type="checkbox"/> Wait Staff
<input type="checkbox"/> Wait Staff-Arm Service
<input type="checkbox"/> Wait Staff-Tray Service |
|---|---|--|--|

-CONTINUED ON REVERSE SIDE-

PREVIOUS RESTAURANT EXPERIENCE

(LIST BELOW YOUR LAST FOUR EMPLOYERS, STARTING WITH MOST RECENT ONE FIRST)

EMPLOYMENT - Last Company First	COMPANY BUSINESS	YOUR POSITION	IMMEDIATE SUPERVISOR	TITLE	EMPLOYMENT DATES	YEARLY SALARY	REASON FOR LEAVING
1) Company Name _____ Address _____ Phone _____					Date Left	Salary	

Job Duties

2) Company Name _____ Address _____ Phone _____					Date Started	Salary	
					Date Left	Salary	

Job Duties

3) Company Name _____ Address _____ Phone _____					Date Started	Salary	
					Date Left	Salary	

Job Duties

4) Company Name _____ Address _____ Phone _____					Date Started	Salary	
					Date Left	Salary	

Job Duties

Are there any job duties that you would be unable to perform? _____

is there anything we could do to accommodate you so you could perform all the required job duties? _____

Have you ever applied to this company before? Yes No If yes, where? _____ When? _____

Are you now employed? Yes No Telephone number _____

IN CASE OF EMERGENCY NOTIFY – (NAME, ADDRESS, PHONE) RELATIONSHIP, IF ANY

1. I authorize investigation of all statements contained in this application.
2. I understand that misrepresentation or omission of facts called for is cause for dismissal and that my employment is substantially dependent on truthful answers to the forgoing inquiries.
3. I have read these statements and answers to these inquiries. Yes No

Date _____ Signature _____



Applicant Availability & Survey - Alley Cats Coffee

Employee Name	Desired Rate/Hr	Desired Hours per week	Desired Position
EMAIL	Cell Phone		

What job areas are you experienced in or prefer to learn?

Functional Area	Currently Experienced	Proficiency 1-5 scale	Willing to Learn	Unable to perform	Current Main Role	Preferred Role
Sandwich Making						
Kitchen Prep						
Soup Making						
Pastry Baking						
Meat Slicing						
Brewing Coffee						
Barista Lead						
Barista Assistant						
Cold Drink Prep						
Cashier / Counter						
Waiting Tables						
Dishwashing						
Cleaning						
Dishwashing						
Bus Tables						

Weekly Availability

Day	Daily Max	Morning Hours	Lunchtime Hours	Afternoon Hours	Evening Hours	Frequency (occasional)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						