



Elk River Coffee Company, Inc.

Employment Application

Instructions: *Print clearly in black or blue ink. Answer all questions. Sign and date the form.*

First Name _____ Middle Initial _____ Last Name _____

Social Security Number _____ E-mail address _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Numbers: Home (_____) _____ Cell (_____) _____

Are you eligible to work in the United States? Yes _____ No _____

If you are under age 18, do you have an employment/age certificate? Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes ___ No ___

If yes, please explain: _____

POSITION AND AVAILABILITY

Position Applied For: _____ Hours Available: from _____ to _____

Days/Hours Available Sun. _____ Mon. _____ Tues. _____ Wed. _____ Th. _____ Fri. _____ Sat. _____

What date are you available to start work? _____

EDUCATION

Name and Address of School	Major Degree / Diploma	G.P.A.	Graduation Date
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special skills and qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY

Present or Last Position:

Employer: _____ Supervisor: _____

Address: _____

Phone: (____) _____

Position Title: _____ From: _____ To: _____

Job Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

Previous Position:

Employer: _____ Supervisor: _____

Address: _____

Phone: _____

Position Title: _____ From: _____ To: _____

Job Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

May We Contact Your Present Employer? Yes _____ No _____

References:

Name/Title	Address	Phone	Occupation	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your signature: _____ Today's date: _____