

ROY'S STATION

COFFEE & TEAS

EMPLOYMENT APPLICATION

Drop it off at 197 Jackson Street, San José, 95112 or email to: jobs@roys-station.com!

Full Name _____ Nickname _____

Street Address _____ Cell Phone _____

City, Zip _____ Home Phone _____

Email Address _____

Emergency Contact (with Relationship, Name, Phone) _____

WORK HISTORY

1 Employer (start with most recent) _____ Dates _____

Address _____ Telephone _____

Job Title _____ Supervisor _____

Responsibilities _____ Starting & Ending Wage _____

What was your favorite thing about this job? _____

What was your least favorite thing about this job? _____

Reason for leaving _____

2 Employer _____ Dates _____

Address _____ Telephone _____

Job Title _____ Supervisor _____

Responsibilities _____ Starting & Ending Wage _____

What was your favorite thing about this job? _____

What was your least favorite thing about this job? _____

Reason for leaving _____

3 Employer _____ Dates _____

Address _____ Telephone _____

Job Title _____ Supervisor _____

Responsibilities _____ Starting & Ending Wage _____

What was your favorite thing about this job? _____

What was your least favorite thing about this job? _____

Reason for leaving _____

REFERENCES

Please provide the names of three people, not related to you, that you have known for more than two years.

Name	City, State	Telephone	Relationship	Years Acquainted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EDUCATION

School	City, State	Dates Attended	Degree/Major	Completed?
High School: _____	_____	_____	_____	<input type="checkbox"/>
College: _____	_____	_____	_____	<input type="checkbox"/>
Other: _____	_____	_____	_____	<input type="checkbox"/>

THE FUN STUFF

How did you find out about this job? _____

Why do you want to work with us? _____

Do you have any previous barista, retail or food service experience? Describe any special skills or training you think might be useful at Roy's Station.

Tell us about your favorite foods (and drinks)! Are you a coffee person? A fan of tea?

If a guest is not pleased with a food, drink, or service provided to them, how might you handle it?

What are you into? What are your interests, hobbies, undiscovered or under-appreciated talents?

Is there anything else you'd like us to know about you?

AVAILABILITY

Roy's Station is open from early in the morning to late in the evening, seven days a week. We try to be as flexible as possible when scheduling hours...we know that your job is not your whole life, but we do need to know how your availability would fit with the rest of our staff, so please answer honestly:

If hired, when could you start? _____ About how many hours a week are you looking to work? _____

Are you a U.S. citizen? Yes No

If not, are you eligible to work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No

I have a dependable way to get to work on time. Yes No

I can usually work weekends. Yes No

I can work early in the morning and not be grumpy! Yes No

I can work during most holidays. Yes No

I can work late in the evening and not be grumpy! Yes No

What would your ideal schedule look like?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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When can you definitely not work?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Do you have any special schedule considerations that we should know about?

Do you anticipate that your available hours might change in the next 3-6 months (new school semester, travelling, etc.)? If so, how?

THE LEGAL STUFF

1. According to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status, or if aliens, their legal authorization to work in the U.S. Therefore, I realize that any offer of employment would be contingent upon my ability to produce the required documentation within the time period required by law.
2. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Roy's Station.
3. I authorize this company to thoroughly investigate all statements contained in my application, or resumé, and I authorize my former employees and references to disclose information regarding my former employment, character and general reputation to this company without giving me any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.
4. I understand and agree that if I am hired, my employment will be 'at will' and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of myself or employer. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon this company unless made in writing.
5. I understand that filling out this form does not indicate that there is a position open and does not obligate this company to hire. If hired, I agree to abide by this company's work rules, policies and procedures and they retain the right to revise policies or procedures, in whole or part, at any time.

Signature _____

Date _____

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