



Application for Employment

Please complete the entire application to ensure rapid processing

Jericho Coffee is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by local state or federal law.

PERSONAL INFORMATION:

~ PLEASE PRINT ~

(Last, First, Middle) _____	Date of Application _____
Current address, city, state, zip _____	Social Security Number _____
Permanent address (if different from above) _____	Phone or Message Number _____

Are you less than 18 years of age? (Circle) YES NO	Email Address: _____	Have you ever been convicted of a felony in the last 7 years? YES NO
Are you legally eligible for employment in the U.S.? YES NO	If yes, list on back of page convictions that are a matter of public record (arrests/convictions). <i>A conviction will not necessarily disqualify you for employment.</i>	
Proof of U.S. Citizenship or immigration status will be required if hired in the U.S.		

EMPLOYMENT DESIRED:

(please keep in mind that the availability of hours may vary)

Position: _____	Location: _____	Salary Desired: _____	Date you can start: _____				
Specify hours you are available for each day of the week. ⇨	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Are you available to work overtime? YES NO							

Have you ever worked for Jericho Coffee? _____ If yes, when? _____ Which store? _____
If referred, by who? _____

EDUCATION:

Circle level of Education _____	Name and Location of School _____	Degree or Certificate Received _____	Currently enrolled? YES NO
High School, College, Trade School, other _____			

List skills relevant to the position you are applying for: _____

Have you ever visited a Jericho Coffee location? _____ Where? _____ Describe your experience. _____
 What is your favorite coffee drink? _____
 Why would you like to work at Jericho Coffee? _____
 Describe why you would be a good candidate for a customer service specialist at Jericho Coffee? _____
 What special skills set you apart from other applicants for this position? _____

EMPLOYMENT HISTORY: *Please List Positions Starting with Present or Most Recent*

Date From: _____ To: _____	Current Employer (Name, Address, Type of Business)	Salary or Hourly Starting: _____ Ending: _____	Position	Reason for Leaving
Duties Performed:		If hourly, average # of hours per week _____		
Supervisor's Name: _____ Phone #: _____		May we contact your supervisor?		
Date From: _____ To: _____	Previous Employer (Name, Address, Type of Business)	Salary or Hourly Starting: _____ Ending: _____	Position	Reason for Leaving
Duties Performed:		If hourly, average # of hours per week _____		
Supervisor's Name: _____ Phone #: _____		May we contact your supervisor?		
Date From: _____ To: _____	Previous Employer (Name, Address, Type of Business)	Salary or Hourly Starting: _____ Ending: _____	Position	Reason for Leaving
Duties Performed:		If hourly, average # of hours per week _____		
Supervisor's Name: _____ Phone #: _____		May we contact your supervisor?		

REFERENCES: *Please list personal and/or business references*

Name	Address	Phone #	How Acquainted?	How Long
1				
2				
3				

I hereby authorize Jericho Coffee to thoroughly investigate my background, references, employment records and other matters related to my suitability for employment. I hereby authorize the above schools, references and former / present employers to give or verify information they have regarding me, and I release all schools, references and former / present employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality / non-compete agreement, should I become an employee of Jericho Coffee. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Jericho Coffee to hire me. I understand that my employment is at will, which means employment with this company is not for a definite period of time and is based on the mutual consent of each employee and the company.

Signature: _____ Date: _____

JERICO COFFEE is an Equal Opportunity Employer

www.jerichocoffee.com ~ 1.916.771-5726

Holy Ground, Inc. DBA **JERICO COFFEE**
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