

EMPLOYMENT APPLICATION

1. Employer Information:

Employer Coshocton Coffee Connection
Address: 778 South Second Street
City/State/Zip: Coshocton, Ohio 43812
Telephone: (740) 622-5711

It is the policy of Coshocton Coffee Connection to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. Applicant Information

Applicant Name: _____
Address: _____
City/State/Zip: _____
Number of years at this address: _____
Daytime phone: _____ Evening Phone: _____
Social Security Number: _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____
Relationship to you: _____
Address: _____
City/State/Zip: _____
Daytime phone: _____ Evening Phone: _____

4. Job Position Applied For: _____

5. Who referred you to our company? _____

6. Are you at least 18 years old? _____ Yes _____ No

7. Are you willing to work any shift, including nights and weekends? _____ Yes _____ No

If no, please state limitations: _____

8. If you are offered employment, when would you be available to begin work? _____

9. Are you legally eligible for employment in the United States? _____ Yes _____ No

10. Are you able to perform the essential functions of the job position with or without reasonable accommodation? _____ Yes _____ No

What reasonable accommodation, if any, would you require? _____

11. Applicant Skills

List any skills that may be useful for the job you are seeking. Enter the number of years of experience and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience	Ability or Rating				
		1	2	3	4	5
_____	_____					
_____	_____					

12. Applicant Employment History

List your current or most recent employment first.

Employer Name: _____

Address: _____

City/State/Zip: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____

Address: _____

City/State/Zip: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____
Address: _____
City/State/Zip: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

13. Applicant's Education and Training

College Name and Address _____
Did you receive a degree? ____ Yes ____ No If yes, degree received: _____
High School Name and Address _____
Last Grade? ____ 9 ____ 10 ____ 11 ____ 12 Diploma? ____ Yes ____ No
Other Training (graduate, technical, vocational): _____

Awards, Honors, Special Achievements: _____

14. References: (List any two people who would be willing to provide a reference for you.)

Name _____
Address: _____
City/State/Zip: _____
Telephone _____
Relationship _____
Name _____
Address: _____
City/State/Zip: _____
Telephone _____
Relationship _____

15. Please provide and other information that you believe should be considered:

CERTIFICATION

I certify that the information provided on this Application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my Application, or if employment commences, immediate termination.

I authorize Coshocton Coffee Connection to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Manager, the employment relationship will be entirely voluntary in nature. In other words, with appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer would have the same right. Moreover, no agent, representative, or employee of Coshocton Coffee Connection, except in a specific written contract of employment signed on behalf of the organization by its Manager, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE