



KUPPA JOY COFFEE HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER. PLEASE COMPLETE IN YOUR OWN HANDWRITING IN INK. IF EMPLOYED THIS BECOMES PART OF YOUR PERMANENT RECORD. KUPPA JOY COFFEE HOUSE CONSIDERS APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE OR FEDERAL LAWS. EMPLOYMENT WITH KUPPA JOY COFFEE HOUSE IS AT WILL. ALL QUESTIONS MUST BE ANSWERED AND APPLICATION SIGNED TO BE CONSIDERED FOR EMPLOYMENT.

((PERSONAL INFORMATION))

NAME: _____

ADDRESS: _____

ARE YOU 18 OR OLDER? : YES _____ NO _____ PHONE NUMBER: _____

((EMPLOYMENT HISTORY))

COMPANY NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

SUPERVISOR NAME/TITLE: _____ YOUR POSITION: _____

RATE OF PAY: _____ HOURS PER WEEK: _____ FULL TIME // PART TIME

START DATE: _____ END DATE: _____

REASON FOR LEAVING: _____

COMPANY NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

SUPERVISOR NAME/TITLE: _____ YOUR POSITION: _____

RATE OF PAY: _____ HOURS PER WEEK: _____ FULL TIME // PART TIME

START DATE: _____ END DATE: _____

REASON FOR LEAVING: _____

COMPANY NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

SUPERVISOR NAME/TITLE: _____ YOUR POSITION: _____

RATE OF PAY: _____ HOURS PER WEEK: _____ FULL TIME // PART TIME

START DATE: _____ END DATE: _____

REASON FOR LEAVING: _____

((QUESTIONNAIRE))

1) WHAT POSITION ARE YOU APPLYING FOR AND WHY DID YOU CHOOSE TO APPLY FOR KUPPA JOY COFFEE HOUSE?

2) HAVE YOU WORKED IN CUSTOMER SERVICE BEFORE? IF SO, WHERE? AND WHAT DID YOU LEARN MOST FROM IT?

3) WHAT IS YOUR COFFEE DRINK PREFERENCE?

4) IF YOU COULD MAKE ONE CHANGE TO SOCIETY, WHAT WOULD IT BE?

5) WHAT IS YOUR PREFERRED MUSIC GENRE?

6) RATE THESE JOB DUTIES IN ORDER OF MOST IMPORTANT (1) TO LEAST IMPORTANT (7):

____PUNCTUALITY ____HONESTY ____DRINK QUALITY ____UNITY AMONGST COWORKERS

____CUSTOMER SERVICE ____ATTITUDE ____COMMUNICATION

7) WHAT DO YOU THINK THE THRONE OF KUPPA JOY IS FOR?

8) HAVE YOU WORKED IN A COFFEE SHOP BEFORE? IF SO, WHERE? AND WHAT WAS YOUR POSITION?

9) WHAT GOALS WOULD YOU HAVE AT KUPPA JOY IF OFFERED A POSITION?

10) HOW WOULD YOU BENEFIT KUPPA JOY AS A BUSINESS?

((REFERENCES))

PERSONAL REFERENCE

NAME: _____ PHONE NUMBER: _____

RELATION: _____ EMAIL: _____

PROFESSIONAL REFERENCE

NAME: _____ PHONE NUMBER: _____

TITLE: _____ PLACE OF EMPLOYMENT: _____

EMAIL: _____

PLEASE ATTACH YOUR RESUME AS WELL AS AN **EXTREMELY DETAILED**, UP-TO-DATE, WEEKLY SCHEDULE **WITH ALL OF YOUR AVAILABILITY AND UNAVAILABILITY** MAPPED OUT. UNDERSTAND THAT KUPPA JOY IS A FAST PACED, HIGH ENERGY, AND BUSY PLACE OF EMPLOYMENT. AND WITH THAT, COMES THE NEED FOR AVAILABILITY TO WORK **A MINIMUM OF FOUR DAYS A WEEK**. IF THE AVAILABILITY LISTED ON THE ATTACHED DOCUMENT IS NOT ACCURATE, OR IS ALTERED AFTER BEING HIRED, YOU WILL BE DISMISSED FROM KUPPA JOY ON THE GROUNDS OF BEING UNAVAILABLE TO WORK THE NECESSARY SHIFTS. WE TAKE AVAILABILITY VERY SERIOUSLY, DUE TO OUR HIGH AMOUNT OF CUSTOMER TRAFFIC ON A DAILY BASIS.

((AUTHORIZATION))

"I AUTHORIZE INVESTIGATION ON ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT THE INFORMATION GIVEN ON THIS APPLICATION AND ON ANY SUPPORTING DOCUMENTATION IS TRUE. I UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION WILL BE GROUNDS FOR DISMISSAL."

SIGNATURE: _____ DATE: ____/____/____