



Holy Grounds Employment/Volunteer Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Hourly Rate	
Position Applied for			
Are you authorized to work in the U. S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, give date/court

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Previous Employment			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Hourly Rate	\$	Ending Hourly Rate \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, why?			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Hourly Rate	\$	Ending Hourly Rate \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, why?			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Hourly Rate	\$	Ending Hourly Rate \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, why?			

Please indicate when you would be available to work:	
[Opening shifts start between 6:00am (M-F) or 7:00am (Sun.). Closing shifts vary based on day of the week.]	
Monday:	AM from _____ to _____ PM from _____ to _____ <input type="checkbox"/> Neither
Tuesday:	AM from _____ to _____ PM from _____ to _____ <input type="checkbox"/> Neither
Wednesday:	AM from _____ to _____ PM from _____ to _____ <input type="checkbox"/> Neither
Thursday:	AM from _____ to _____ PM from _____ to _____ <input type="checkbox"/> Neither
Friday:	AM from _____ to _____ PM from _____ to _____ <input type="checkbox"/> Neither
Sunday:	AM from _____ to _____ PM from _____ to _____ <input type="checkbox"/> Neither
Date available: _____	

Please answer the following questions:

1) Why would you like to work or volunteer at Holy Grounds Coffeehouse?

2) What do you like about coffee or espresso?

3) Please provide an example of good customer service.

4) How have other job or life experiences prepared you for this job?

5) Additional comments:

Thank you for your interest in applying at Holy Grounds Coffeehouse. Please bring any questions you have to your interview.

Additional Information

Membership in professional and civic organizations, special accomplishments, awards, etc.

Disclaimer and Signature

Please read and understand this statement before signing your application:

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind will result in rejection of my application or, if discovered after I am employed, termination of my employment.

I authorize Eastbrook Church ("Eastbrook") to contact and obtain information about me from previous employers, educational institutions and "references" I have provided, and any other party necessary to verify the accuracy of information I have disclosed in this application, a related employment resume or a personal interview. In consideration for Eastbrook's consideration of my Application, I waive all rights and claims I may otherwise have against Eastbrook or its representatives, for seeking, collecting and using information to evaluate my employment request and against any and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand that either Eastbrook or I will have the right to terminate my employment at any time, with or without notice, unless required by law, and for any lawful reason. I understand that no one, other than Eastbrook Church's Council, has authority to enter into any employment agreement with terms contrary to the foregoing and then only if the agreement is in writing signed by a representative authorized by Eastbrook Church's Council.

I fully understand and acknowledge all the above terms and conditions.

Signature

Date