



# APPLICATION FOR EMPLOYMENT

SPoT Coffee is committed to providing its communities with excellence in service and product quality. We work hard to ensure that each and every SPoT customer is comfortable and is served expediently by knowledgeable and friendly staff. Please bear in mind that the first 90 days of employment are considered to be a "Probation Period" during which both employer and employee will determine suitability and interest

## HEAD OFFICE

225 Delaware Avenue, Suite #2  
Buffalo, New York  
14202  
Fax (716) 332-2229

TODAY'S DATE

LOCATION APPLYING TO

### GENERAL INFORMATION

NAME

EMAIL

ADDRESS

CITY, STATE

ZIP CODE

SOCIAL SECURITY #

HOME PHONE

CELL PHONE

### EMPLOYMENT INFORMATION

EXPECTED STARTING WAGE

PREFERRED SHIFT (DAY/NIGHT)

SEEKING FULL TIME OR PART TIME?

ARE YOU OVER 18? (Y/N)

ARE YOU LEGALLY EMPLOYABLE IN THE US? (Y/N)

ARE YOU RESPONDING TO AN AD FOR THIS POSITION? (Y/N)



### PREVIOUS EMPLOYMENT

HAVE YOU BEEN EMPLOYED BY SPOT COFFEE BEFORE?

IF "YES", WHAT LOCATION DID YOU WORK AT?

WHO WERE YOUR PREVIOUS **TWO (2)** EMPLOYERS?

#### EMPLOYER #1

ADDRESS OF LAST EMPLOYER #1

PHONE # OF LAST EMPLOYER #1

WHAT WAS YOUR LAST SALARY?

WHAT DID YOU DO IN YOUR LAST POSITION?

WHAT WAS YOUR REASON FOR LEAVING?

START DATE

END DATE

**EMPLOYER #2**

ADDRESS OF LAST EMPLOYER #2

PHONE # OF LAST EMPLOYER #2

WHAT WAS YOUR LAST SALARY?

WHAT DID YOU DO IN YOUR LAST POSITION?

WHAT WAS YOUR REASON FOR LEAVING?

START DATE

END DATE

**EDUCATION INFORMATION**

NAME OF HIGH SCHOOL

DID YOU GRADUATE?

WHAT YEAR?

NAME OF COLLEGE OR UNIVERSITY

WHAT WAS YOUR MAJOR/DEGREE?

DID YOU GRADUATE?

WHAT YEAR?

**SPECIAL SKILLS, HOBBIES AND INTERESTS**

PLEASE LIST ANY SPECIAL SKILLS, HOBBIES AND INTERESTS, AS WELL AS ANY AWARDS YOU HAVE WON

**AVAILABILITY**

LIST HOURS YOU ARE AVAILABLE EACH DAY. PLACE AN "X" NEXT TO ANY DAY YOU ARE UNAVAILABLE

SUNDAY		THURSDAY	
MONDAY		FRIDAY	
TUESDAY		SATURDAY	
WEDNESDAY		SUNDAY	

HOW WOULD YOU DESCRIBE "EXCELLENT CUSTOMER SERVICE"? PLEASE BE SPECIFIC.

WERE YOU REFERRED TO SPOT COFFEE BY AN EMPLOYEE? IF SO, WHO?

IF HIRED, HOW LONG DO YOU PLAN ON BEING WITH SPOT COFFEE?

Occasionally, an employee's probation period may be extended for an additional month if it is considered necessary to provide the employee a longer adjustment period to master the job. At the end of this period, the employee will participate in a probationary review to discuss performance. The employee will be asked to make comments as well. At any time during the probationary period, the employee may choose to terminate their employment, or the company may choose to terminate their employment, for any reason.

**If offered a position with the company, you will be required to complete an I-9 employment eligibility verification to verify your status.**

**DECLARATION**

*If employed, I agree that my employment shall be in accordance with company rules and regulations, and any amendments thereto. Falsified statements on this application or any other violation of company rules and regulations may result in my dismissal. However, I understand and agree that any employment relationship shall be terminable at will at any time by either me or the company.*

*I hereby authorize SPoT Coffee to contact my educational institutions and former employers or other persons or references who could provide further information relating to my acceptability for potential employment with the company, and I authorize them to disclose any such information. I understand that reference checks will not elicit any information related to race, religion, national origin, age, sexual orientation, marital status, military experience or disability. I agree to provide proof of age upon being hired.*

*No representations have been made to me and agreements have been made with me relating to my employment by the company other than those that have been made in writing by an authorized representative of SPoT Coffee.*

SIGNATURE OF APPLICANT