

# EMPLOYMENT APPLICATION

Please complete the entire application.

## 1. Employer Information

Employer: Caribbean Coffee & Cafe  
Address: 2802 A US Hwy 98  
City/State/ZIP: Mexico Beach, Florida 32456  
Telephone: 903- 249-1275                      Manager: Saralyn Harder

It is the policy of Caribbean Coffee & Cafe 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 Full Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Number of years at this address: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_  
Social Security Number: To be provided upon offer of employment.  
Driver's License (State/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: Barista/Cashier

5. Who referred you to our company? \_\_\_\_\_  
Do you have any friends or relatives who work here? If yes, please list here:  
\_\_\_\_\_

6. Have you applied to our company previously?  Yes  No  
If yes, when? \_\_\_\_\_
7. How will you get to work? \_\_\_\_\_
8. Are you willing to work any shift, including early morning, evenings, nights, and weekends?  Yes  No  
If no, please state any limitations:  
\_\_\_\_\_
- How many hours do you want to work each week? \_\_\_\_\_
9. If applicable, are you available to work overtime?  Yes  No
10. If offered employment, when would you be available to begin work?  
\_\_\_\_\_
11. If hired, are you able to submit proof you are legally eligible for employment in the United States?  Yes  No

12. Applicant's Skills

Check those skills that you have. List any other 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.)

Skills	Years of Experience
<input type="checkbox"/> Able to stand for extended periods and lift up to 50 lbs.	1 2 3 4 5
<input type="checkbox"/> Able to check in stock against a shipping documents.	1 2 3 4 5
<input type="checkbox"/> Able to operate POS (point of sale) system	1 2 3 4 5
<input type="checkbox"/> Operate timer and small appliances.	1 2 3 4 5
<input type="checkbox"/> Operate espresso machine and blender	1 2 3 4 5
<input type="checkbox"/> Make accurate cash change	1 2 3 4 5
<input type="checkbox"/> Customer service skills: welcoming, helpful, cheerful	1 2 3 4 5
<input type="checkbox"/> Team player: helpful when asked, cross train and help across roles	1 2 3 4 5
<input type="checkbox"/> Able to clean and sanitize by following food safety standards (provided)	1 2 4 5 5

Technical skills we should be aware of: \_\_\_\_\_

---

13. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: \_\_\_\_\_

Position and Dates employed: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Phone contact: \_\_\_\_\_

May we call for reference?  Yes  No

Employer Name: \_\_\_\_\_

Position and Dates employed: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Phone contact: \_\_\_\_\_

May we call for reference?  Yes  No

Employer Name: \_\_\_\_\_

Position and Dates employed: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Phone contact: \_\_\_\_\_

May we call for reference?  Yes  No

Employer Name: \_\_\_\_\_

Position and Dates employed: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Phone contact: \_\_\_\_\_

May we call for reference? \_\_\_ Yes \_\_\_ No

14. Applicant's Education and Training

College, Vocational or Technical School: Name, Address, Years attended: \_\_\_\_\_

\_\_\_\_\_ Degree? \_\_\_\_\_

High School: Name, Address, Years attended:

\_\_\_\_\_ Graduate Y/N \_\_\_\_\_ GED Y/N \_\_\_\_\_

Professional licenses or certifications that you hold:

\_\_\_\_\_  
\_\_\_\_\_

15. References. List two non-family references that we may contact.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship: \_\_\_\_\_

16. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

\_\_\_\_\_  
\_\_\_\_\_

## 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 Caribbean Coffee & Cafe 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 Managing Owner, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. 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 will have the right. Moreover, no agent, representative, or employee of Caribbean Coffee & Cafe, except in a specific written contract of employment signed on behalf of the organization by its Managing Owner, 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