



Employment Application Form

(Please print and complete all sections)

Applicant Information

Name (Last, First) _____

Home Phone: _____ Cell: _____

Street Address: _____

City, State, Zip Code: _____

Are you eligible to work in the United States? Yes No

Position(s) applying for: _____

Days/Hours Available

Monday: Hours Available: from _____ to _____

Tuesday: Hours Available: from _____ to _____

Wednesday: Hours Available: from _____ to _____

Thursday: Hours Available: from _____ to _____

Friday: Hours Available: from _____ to _____

Saturday: (if applicable) Hours Available: from _____ to _____

Sunday: (if applicable) Hours Available: from _____ to _____

Date you can start? ____ / ____ / ____ (MM/DD/YYYY) Desired Salary \$ _____

Personal Information:

Have you ever applied to or worked for Cafe Metro or its related companies? Yes No

If yes, please explain (include date[s]): _____

Do you have any friends, relatives, or acquaintances working for Cafe Metro or its related companies? Yes No If yes, state name & relationship: _____

Education, Training and Experience

For each level of schooling, please give the school name, the city and state, your major and minor subjects, the degree, and the year it was received.

High School: _____

College or University: _____

Other: _____

Employment History

Are you currently employed? Yes No

If you are currently employed, may we contact your current employer? Yes No

Please describe your two most recent employment positions. Please account for all periods of unemployment. **If you have a resume, please attach one to this Application.**

Name of Employer: _____

Name of Supervisor and Telephone Number: _____

Address: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No

Name of Employer: _____

Name of Supervisor: and Telephone Number: _____

Address: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No

We Are an Equal Opportunity Employer

Cafe Metro is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of Cafe Metro.

References

Please list two persons who have knowledge of your current/recent work performance.

Name: (First, Last): _____

Telephone Number: _____

Years Acquainted: _____

Name: (First, Last): _____

Telephone Number: _____

Years Acquainted: _____

Certification

I certify that I have not knowingly withheld any information that might affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any false statements) of material fact on this application or on any document used to secure this employment can be grounds for rejection of my application or, if I am employed by Cafe Metro, can be terms for my immediate termination from Cafe Metro _____ (*Initial*)

I understand that if I am hired, I will be an employee “at-will” and thus my employment can be terminated at any time either with or without prior notice, and by either me or Cafe Metro _____ (*Initial*)

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Applicant's Signature: _____ **Date:** _____

FOR COMPANY USE ONLY:

Received by: _____ **Date:** _____

Interviewer: _____ **Date:** _____