



# ORCHARD VALLEY COFFEE

## APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY IN THE WORKPLACE

### PERSONAL INFORMATION

NAME: LAST,		FIRST		MIDDLE	
PRESENT ADDRESS		CITY	STATE	ZIP CODE	
PERMANENT ADDRESS		CITY	STATE	ZIP CODE	
PHONE NO. ( ) -		CELL PHONE NO. ( ) -		EMAIL ADDRESS	
WHAT IS YOUR FAVORITE COFFEE DRINK?		HOW OFTEN DO YOU DRINK IT?		WHERE DO YOU USUALLY BUY IT?	

### EMPLOYMENT DESIRED

POSITION APPLIED FOR		ARE YOU INTERESTED IN: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp/Seasonal						
DATE YOU CAN START	SALARY OR WAGE DESIRED	WHO OR WHAT REFERRED YOU?						
HOURS AVAILABLE TO WORK  (PLEASE CIRCLE ALL THAT AVAILABILITIES)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	AM 6:30 am – 2 pm	6 am – 2 pm	6 am – 2 pm	6 am – 2 pm	6 am – 2 pm	6 am – 2 pm	6 am – 2 pm	
	PM 2 am – 10 pm	2 am – 10 pm	2 am – 10 pm	2 am – 10 pm	2 am – 10 pm	2 am – 10 pm	2 am – 10 pm	
ARE YOU CURRENTLY EMPLOYED?		Yes	No	ARE YOU LEGALLY AUTHORIZED OR PERMITTED TO WORK IN THE UNITED STATES?			Yes	No
HAVE YOU EVER BEEN EMPLOYED AT ORCHARD VALLEY COFFEE?			Yes	No	IF SO, WHEN?			

### EDUCATION HISTORY

Please list last High School and ALL Business, Trade, or Colleges Attended				
NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	DEGREE MAJOR / MINOR	CUMULATIVE GPA

EXTRACURRICULAR ACTIVITIES (INCLUDE OFFICES HELD, SCHOLARSHIPS, AWARDS, HONORS, SPORTS, HOBBIES, ETC.).  
YOU ARE NOT REQUIRED TO LIST ACTIVITIES WHICH MAY REVEAL YOUR RACE, RELIGION, SEX, GENDER, OR NATIONAL ORIGIN.

## EMPLOYMENT HISTORY

List all employers with current or most recent employment first.		
PRESENT / LAST EMPLOYER	SUPERVISOR'S NAME	TELEPHONE NO. ( ) -
ADDRESS	DATES EMPLOYED	MAY WE CONTACT THIS EMPLOYER?
POSITION TITLE	____/____ to ____/____ Mo. Yr Mo. Yr	Yes No
SUMMARY OF DUTIES		
REASON(S) FOR LEAVING OR SEEKING CHANGE OF EMPLOYMENT		
PREVIOUS EMPLOYER	SUPERVISOR'S NAME	TELEPHONE NO. ( ) -
ADDRESS	DATES EMPLOYED	MAY WE CONTACT THIS EMPLOYER?
POSITION TITLE	____/____ to ____/____ Mo. Yr Mo. Yr	Yes No
SUMMARY OF DUTIES		
REASON(S) FOR LEAVING		
PREVIOUS EMPLOYER	SUPERVISOR'S NAME	TELEPHONE NO. ( ) -
ADDRESS	DATES EMPLOYED	MAY WE CONTACT THIS EMPLOYER?
POSITION TITLE	____/____ to ____/____ Mo. Yr Mo. Yr	Yes No
SUMMARY OF DUTIES		
REASON(S) FOR LEAVING		

## REFERENCES

NAME	ADDRESS (Street, City, State, Zip)	PHONE NO.	OCCUPATION / BUSINESS	PERSONAL OR OCCUPATIONAL?	YEARS KNOWN

## PLEASE READ BEFORE SIGNING

I understand that filling an application with Orchard Valley Coffee is a preliminary step to employment. It does not obligate Orchard Valley Coffee to offer employment, or the applicant to accept employment. I also understand that it is the policy of Orchard Valley Coffee to consider qualified applicants for employment without discrimination on any basis protected by applicable federal, state, or local law.

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information provided by me may result in dismissal, no matter when it is discovered.

I authorize Orchard Valley Coffee and its representatives to contact prior employers, references, and all other persons having information concerning me or my application for the purposes of verifying the information that I have provided. I release these persons from any liability resulting from the information released. I understand that Orchard Valley Coffee will keep all such information confidential except where such information is required to be released by law or order of a court or other authority.

I expressly understand and agree that, if employed by Orchard Valley Coffee, such employment will occur "at will" and no contract of employment, expressed or implied, will be created. I further understand that no representative of Orchard Valley Coffee has the authority to enter into any agreement for employment of any specified period of time, or to make any agreement contrary to the foregoing.

Signature \_\_\_\_\_ Date \_\_\_\_\_