



espresso & coffee roaster

A	E
B	S

APPLICATION FOR EMPLOYMENT

1800 E. 23rd St. Suite A – Lawrence, KS 66046

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability veteran status, sexual orientation or any other characteristic protected under the law. We do NOT hire temporary/summer employees. Incomplete applications will not be considered.

Position you are applying for:	Got this application at: (circle one) Z's East Z's South Z's Downtown	Today's Date
What made you want to work at Z's? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/Relative Referral <input type="checkbox"/> Walk-In <input type="checkbox"/> I LOVE Coffee <input type="checkbox"/> I saw Z's cool website <input type="checkbox"/> Facebook <input type="checkbox"/> Craig's List <input type="checkbox"/> I have experience as a Barista <input type="checkbox"/> Other _____		

Last Name	First Name	Middle Name	e-mail address		
Address:	Number	Street	City	State	Zip Code
Telephone Number(s)			Are you eligible to be employed in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Have you ever filed an application with us before? Yes No If yes, give date _____

Have you ever been employed with us before? Yes No If yes, give date _____

Are you currently employed? Yes No May we contact your current employer? Yes No

If we hired you today, when could you start work? _____

What type of employment would best suit you? Full Time Part Time
 (please note that we don't hire for temporary or "summer" positions)

VERY IMPORTANT: How many hours a week would you **prefer**? From ____ to ____ hours per week

Do you drink coffee? Yes No Favorite coffee drink; _____

Do you smoke cigarettes regularly? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Do you have a high school diploma or GED? Yes No

Do you have reliable transportation **and** a phone with voice mail?
(reliable transportation and communication are required for employment) Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience (Incomplete information may disqualify you.)

Please begin with the most current position from the top. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, sexual orientation, disability, veteran status or any other characteristic protected under the law. Consider explaining periods of unemployment.

Employer		Dates Employed		what did you do?
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
why'd you leave or, why are you wanting to/thinking of leaving?		Hrs Worked	Hrs Worked	
Employer		Dates Employed		what did you do?
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
why'd you leave?		Hrs Worked	Hrs Worked	
Employer		Dates Employed		what did you do?
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
why'd you leave?		Hrs Worked	Hrs Worked	
Employer		Dates Employed		what did you do?
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
why'd you leave?		Hrs Worked	Hrs Worked	
Any additional information we should consider:				

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any personal interests, skills, passions, hobbies, accomplishments, experiences or specialized training that would tell us a little more about who you are.

Z's has three work locations, but **all new hires train, and should expect to work at 1800 E 23rd Street or 2351 W 31st for the first 3-4 months.** Please indicate below by day the times you are available for work:

M=Morning 5:00 a.m.-10:30 a.m.; A=Afternoon-10:30 a.m.-3:00 p.m.; E=Evening 1:00 p.m.-8:00 p.m.

N/A=No Availability; A=Any

Monday _____ Thursday _____ Sunday _____
 Tuesday _____ Friday _____
 Wednesday _____ Saturday _____

Additional Comments regarding your availability for shift work:

Comments:

Why did you apply for this position and, other than the obvious financial reasons, how would employment here fit into the larger scheme of your life?

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at *will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at *will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

(For office use only)

Interviewed by:	Date of Int:	Hired: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Hired:	Job title:	
Starting Pay:	Initial Personal Service Team:	
Hired and Supported through training by:		

Notes: