



APPLICATION FOR EMPLOYMENT

TIERRA MIA COFFEE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO NON-DISCRIMINATION AND DIVERSITY.

(PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS)

PERSONAL INFORMATION

Name (*last, first, middle*): _____ Social Security Number: _____

Address (*street, city, state, zip*): _____

Cell phone: _____ Home phone: _____ Email: _____

Are you 16 or over? Yes No (*Note: If you are under 18, a work permit may be required for compliance with federal or state law.*)

Are you legally eligible to work in the U.S.? Yes No (*Proof of eligibility to work in the U.S. will be required upon employment.*)

Have you ever been convicted of a crime? If yes, please explain: Yes No

(Note: You need not identify convictions that have been sealed, expunged, dismissed, or otherwise eradicated by statute or court order, any conviction for a marijuana offense if the conviction is more than two years old. A conviction will not necessarily prevent you from obtaining employment.)

Position applying for: _____ How did you learn about the position?: _____

AVAILABILITY

Please list the times that you are available to work on each day (*For example: 6AM – 12PM, 12PM – 5PM, 5PM – 12AM*):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Select 2 periods you would generally prefer to work: 6AM-12PM 12PM-5PM 5PM-12 midnight

Total hours available each week: Minimum _____ Maximum _____

How long would you like to work for Tierra Mia Coffee Company?: 8-12 Months 1 year or more 2 years or more

EDUCATION

	Name and Address of School	Circle Last Year Completed	Did you graduate?	GPA (Required)	Degree/Diploma
High School		1 2 3 4			
College		1 2 3 4			

EXTRA-CURRICULAR ACTIVITIES

Organization	Name of Activity	Dates Participated	Hours per Week	Position/s Held

WORK EXPERIENCE

Please start with most your recent job, listing paid or relevant non-paid positions.

1. Company & Address	Dates employed (From/To):	Position/s Held	Ending Pay (Per hr or week)	Supervisor & Phone Number	May we contact for reference?
Duties & Responsibilities:					
Hours Per Week:		Reason For Leaving:			
2. Company & Address	Dates employed (From/To):	Position/s Held	Ending Pay (Per hr or week)	Supervisor & Phone Number	May we contact for reference?
Duties & Responsibilities:					
Hours Per Week:		Reason For Leaving:			
3. Company & Address	Dates employed (From/To):	Position/s Held	Ending Pay (Per hr or week)	Supervisor & Phone Number	May we contact for reference?
Duties & Responsibilities:					
Hours Per Week:		Reason For Leaving:			

REFERENCES

Please provide the names and contact information for three professional references.

Name	Employer	Address	Phone	How acquainted?	Yrs/Month Known
1.					
2.					
3.					

ADDITIONAL INFORMATION

Provide 3 reasons why you want to work for Tierra Mia Coffee Company! _____

How often do you drink coffee? What are your 2 favorite coffee beverages? _____

Do you speak any foreign languages fluently or near fluently? Please explain. _____

What makes you a good candidate for Tierra Mia Coffee? _____

I declare that the information given in this application is true and complete to the best of my knowledge. I understand that false or misleading information provided in my application or interview(s) may result in my not being hired, or if hired, in my termination of employment. I hereby authorize Tierra Mia Coffee Company to investigate information and statements contained in this Application For Employment, and I hereby release any present employers and past employers from all liability and damages arising from any and all information they may provide regarding my employment with them. I understand nothing contained in this application or any subsequent interviews is intended to create an employment contract. I understand that if I am hired by Tierra Mia Coffee Company, my employment will be at will, meaning that it is not for a specific period and may be terminated by either me or Tierra Mia Coffee Company at any time without any reason or advance notice.

Applicant Signature

Date