



Application for Employment Pre-Employment Questionnaire Equal Opportunity Employer

APPLICANT INFORMATION

FULL NAME			DATE		
ADDRESS		CITY		STATE	ZIP
PRIMARY PHONE NUMBER ()	EMAIL		HOW DID YOU HEAR ABOUT US?		
POSITION APPLYING FOR		DATE AVAILABLE		DESIRED SALARY	
ARE YOU CURRENTLY EMPLOYED?		IF SO, MAY WE CONTACT THEM?		NAME AND CONTACT NUMBER	
HAVE YOU EVER APPLIED TO KEAN BEFORE?		IF SO, WHEN?			
ARE YOU A CITIZEN OF THE UNITED STATES?		IF NOT A CITIZEN, ARE YOU AUTHORIZED TO WORK IN THE U.S.?			
HAVE YOU EVER BEEN CONVICTED OF A FELONY? <i>IF YES, EXPLAIN</i>			TRANSPORTATION? <i>PLEASE CIRCLE ONE</i>		
			CAR	BIKE	BUS OTHER

AVAILABILITY

Please indicate the hours you are available to work (for example 5a-6p, or Unavailable)							PLEASE CHECK ONE
MON	TUE	WED	THU	FRI	SAT	SUN	PART TIME?
HOW MANY HOURS PER WEEK WOULD YOU LIKE TO WORK?							FULL TIME?

EDUCATION

PLEASE LIST BELOW STARTING WITH THE MOST CURRENT

SCHOOL NAME	LOCATION	YEARS	DEGREE	MAJOR

TELL US ABOUT YOURSELF! WHY DO YOU WANT TO WORK AT KEAN COFFEE?

DO YOU HAVE ANY SKILLS RELATED TO THE POSITION WHICH YOU ARE APPLYING FOR?	YES	NO
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WHAT SKILLS OR QUALITIES DO YOU HAVE THAT MAKE YOU WELL SUITED FOR THIS POSITION?

EMPLOYMENT HISTORY**LIST BELOW THE LAST THREE EMPLOYERS, STARTING WITH YOUR MOST CURRENT**

COMPANY		PHONE	
ADDRESS		SUPERVISOR	
JOB TITLE		STARTING SALARY	ENDING SALARY
RESPONSIBILITIES		MAY WE CONTACT YOUR PREVIOUS SUPERVISOR?	
FROM	TO	REASON FOR LEAVING	
COMPANY		PHONE	
ADDRESS		SUPERVISOR	
JOB TITLE		STARTING SALARY	ENDING SALARY
RESPONSIBILITIES		MAY WE CONTACT YOUR PREVIOUS SUPERVISOR?	
FROM	TO	REASON FOR LEAVING	
COMPANY		PHONE	
ADDRESS		SUPERVISOR	
JOB TITLE		STARTING SALARY	ENDING SALARY
RESPONSIBILITIES		MAY WE CONTACT YOUR PREVIOUS SUPERVISOR?	
FROM	TO	REASON FOR LEAVING	

REFERENCES**LIST THREE PROFESSIONAL REFERENCES WHOM YOU HAVE KNOWN AT LEAST ONE YEAR**

NAME		RELATIONSHIP	
COMPANY	PHONE NUMBER ()	EMAIL	YEARS KNOWN
NAME		RELATIONSHIP	
COMPANY	PHONE NUMBER ()	EMAIL	YEARS KNOWN
NAME		RELATIONSHIP	
COMPANY	PHONE NUMBER ()	EMAIL	YEARS KNOWN

PRE EMPLOYMENT AUTHORIZATION**PRIOR TO RUNNING TO A BACKGROUND CHECK, IS THERE ANYTHING WE NEED TO BE AWARE OF BEFOREHAND?**

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AUTHORIZATION

I hereby authorize Kean Coffee to investigate my background, references, and other matters related to my application for employment.

I authorize individuals, schools, current or past employers, and organizations contacted by Kean Coffee to provide any relevant information regarding my current and/or previous employment.

I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including termination.

I understand that nothing contained in this application, or conveyed during an interview which may be granted is intended to create an employment contract.

I understand that if employed by Kean Coffee I must provide the proper Food Handlers Certificate required by California state law.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

SIGNATURE _____

DATE _____