

Now, tell us some more...

In 15 words or less, tell us how your friends would describe you:

Have you ever applied to or worked for Steeltown Coffee & Tea before? Yes No

If yes, when? _____

Do you have any friends or relatives working for Steeltown Coffee & Tea?..... Yes No
If yes, state name(s) and relationship:

Name Relationship

Name Relationship

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)..... Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to pass skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?
(Misdemeanor convictions for marijuana-related offenses that are more than two years old need not be listed.)..... Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)



OK, now tell us where you went to school...

Education, Training and Experience

School	Name / Address	# of Years Completed	Did you Graduate?		Degree or Diploma
High School	Name:		Yes	No	
	City: _____ State: _____				
College / University	Name:		Yes	No	
	City: _____ State: _____				
Vocational/ Business	Name:		Yes	No	
	City: _____ State: _____				
Health Care Training	Name:		Yes	No	
	City: _____ State: _____				

And tell us about your work history...

List all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. Please complete this section even if you brought a resume.

1. _____ (____) _____ - _____
 Name of Employer Telephone No.

 Type of Business Your Supervisor's Name

 Address & Street City State Zip

Dates of Employment: _____ Hourly Pay: _____
 From To Starting Ending

 Your Position and Duties

 Reason for Leaving

2. _____ () _____ - _____
 Name of Employer Telephone No.

 Type of Business Your Supervisor's Name

 Address & Street City State Zip

Dates of Employment: _____ Hourly Pay: _____
 From To Starting Ending

 Your Position and Duties

 Reason for Leaving

May we contact this employer for a reference? Yes No

3. _____ () _____ - _____
 Name of Employer Telephone No.

 Type of Business Your Supervisor's Name

 Address & Street City State Zip

Dates of Employment: _____ Hourly Pay: _____
 From To Starting Ending

 Your Position and Duties

 Reason for Leaving

May we contact this employer for a reference? Yes No

Note: Attach additional page(s) if necessary.

Almost done, now tell us about some people who know you...
 List three persons not related to you who know about your work performance within the last three years.

1. _____ () _____ - _____
 First Name Last Name Telephone No.

 Address & Street City State Zip

 Occupation No. of Years Acquainted



2. _____ (____) _____ - _____
 First Name Last Name Telephone No.

 Address & Street City State Zip

 Occupation No. of Years Acquainted

3. _____ (____) _____ - _____
 First Name Last Name Telephone No.

 Address & Street City State Zip

 Occupation No. of Years Acquainted

Finally, the legal stuff...

Please read carefully, initial each paragraph and sign below.

 Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

 Initials I hereby authorize Steeltown Coffee & Tea / Steeltown Coffee Company, Inc. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

 Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

 Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

 Date Applicant's Signature

