



## STAFF APPLICATION FORM

Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
*(please print)*

Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(m) (d) (y)*

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Street)*

\_\_\_\_\_ *(City)* \_\_\_\_\_ *(State/Province)* \_\_\_\_\_ *(Zip code/Postal code)*

Are you currently employed?  Yes  No

What is your present occupation? \_\_\_\_\_

When are you available to start work? \_\_\_\_\_

What is your past coffee experience?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What is your past education?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any volunteer work you do:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What do you like to do in your spare time?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list two previous places of employment:

\_\_\_\_\_  
*(Business name)*

\_\_\_\_\_  
*(Employer's/Manager's name)*

\_\_\_\_\_  
*(Phone number)*

Why did you leave? \_\_\_\_\_

Can we call for a reference?

Yes  No

\_\_\_\_\_  
*(Business name)*

\_\_\_\_\_  
*(Employer's/Manager's name)*

\_\_\_\_\_  
*(Phone number)*

Why did you leave? \_\_\_\_\_

Can we call for a reference?

Yes  No

**References**

Please list at least two references (other than family):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Position/Occupation)

\_\_\_\_\_  
(Position/Occupation)

\_\_\_\_\_  
(Phone number)

\_\_\_\_\_  
(Phone number)

Can we call for a reference?

Yes  No

Can we call for a reference?

Yes  No

What are the top three reasons why you would like to work here?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

What are three characteristics you believe are found in a great staff member?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Are you confident that you either possess these characteristics or have the ability to learn them?

Yes  No

At this job, constant cleaning is required. Is this something that you will mind doing?

Yes  No

We also require that you maintain a positive mental attitude with staff and customers whenever you are at work. Do you feel that you would be able to do this?

Yes  No

Five years from now, what do you see yourself doing?

\_\_\_\_\_

Is there any other information about you that you feel we should know?

\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, declare that the statements made in this application form are to the best of my knowledge true and correct.

\_\_\_\_\_  
(Applicant's signature)

Today's date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(m) (d) (y)

Thank you for taking the time to complete this application. We look forward to having you work with us some day!