

# APPLICATION FOR EMPLOYMENT



*Standing Stone Coffee Company is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.*

**Please complete entire application to ensure processing.**

<b>PERSONAL INFORMATION</b> (Please print)					
Name	Last	First	Middle	Are you willing to provide your Social Security number for a background check?	Today's Date (M/D/Y)
				Yes _____ No _____	
Other names you are known by _____			Are you less than 18 years of age? Yes _____ No _____		
Are you legally eligible for employment in the U.S.? Yes _____ No _____ <small>(All new hires will be required to provide proof of eligibility to work in the U.S.)</small>			Have you been convicted of a crime in the last 7 years? Yes _____ No _____ <small>If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.</small>		
Present Address	Street		City	State/Province	Zip Code/Postal Code
Permanent Address	Street		City	State/Province	Zip Code/Postal Code
Phone Number	Daytime	Evening	Referred By		

<b>EMPLOYMENT DESIRED</b>						
Position: _____			Hourly Wage Desired _____ Date You Can Start _____			
Roast Master _____ Assistant Roaster _____ Wholesale Assistant _____						
Specify hours available each day of the week						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
How many hours a week are you interested in working? _____			Are you interested in café staff hours as well? _____ <small>(if so, answer the questions under the café staff section as well)</small>			

EDUCATION		Name and Address of School	Circle Last Years Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School			1 2 3 4	Y N	
College			1 2 3 4	Y N	
Post College			1 2 3 4	Y N	
Trade, Business, or Correspondence School			1 2 3 4	Y N	
List skills relevant to the position applied for: _____					
_____					
_____					

**FORMER EMPLOYERS**

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience, which is related to the job for which you are applying. Please complete even if you attach a resume.

From	Current Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason for Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Duties Performed \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

May We Contact? \_\_\_\_\_

From	Previous Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason for Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Duties Performed \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

May We Contact? \_\_\_\_\_

From	Previous Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason for Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Duties Performed \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

May We Contact? \_\_\_\_\_

From	Previous Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason for Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Duties Performed \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

May We Contact? \_\_\_\_\_

**IF APPLYING FOR AN ASSISTANT ROASTER POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS**

What most excites you about serving as an Assistant Roaster at Standing Stone Coffee Company? \_\_\_\_\_

\_\_\_\_\_

This position requires you to be able to multi-task and stay organized. Give us an example of how you have done this regularly in your work life?

\_\_\_\_\_

In this role you will be sharing your workspace with others, as well as regularly working with people. Share an example of how you have done this in the past.

\_\_\_\_\_

Give us a past example of how you have formed priority lists and have worked through tasks independently? \_\_\_\_\_

\_\_\_\_\_

**Assistant Roaster Questions cont'd . . .**

Do you regularly drink coffee? What do you like about coffee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO BE ANSWERED BY THOSE INTERESTED IN CAFÉ BARISTA HOURS AS WELL**

Have you ever visited a coffee shop other than Standing Stone? Where? Describe your experience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your experience visiting Standing Stone Coffee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you like about working with people? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Give below the name of three professional references, whom you have known at least one year.

Name/Years Acquainted	Address & Phone Number	Occupation	How do You Know This Person?
1			
2			
3			

I hereby authorize Standing Stone Coffee Company to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Standing Stone Coffee Company to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Standing Stone Coffee Company. I understand that nothing contained in this application, or conveyed during any interview that may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Standing Stone Coffee Company to hire me. **I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or Standing Stone Coffee Company at any time without prior notice for any reason.**

Date \_\_\_\_\_ Signature \_\_\_\_\_