



ORCHARD VALLEY COFFEE ROASTERY

APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY IN THE WORKPLACE

PERSONAL INFORMATION

NAME: LAST, FIRST MIDDLE		DATE OF BIRTH	SOCIAL SECURITY NO. - -	
PRESENT ADDRESS		CITY	STATE	ZIP CODE
PERMANENT ADDRESS		CITY	STATE	ZIP CODE
PHONE NO. () -	CELL / PAGER NO. () -		EMAIL ADDRESS	
WHAT IS YOUR FAVORITE COFFEE DRINK?		HOW OFTEN DO YOU DRINK IT?	WHERE DO YOU USUALLY BUY IT?	

EMPLOYMENT DESIRED

POSITION		ARE YOU INTERESTED IN: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp/Seasonal					
DATE YOU CAN START	SALARY OF WAGE DESIRED	WHO OR WHAT REFERRED YOU?					
HOURS AVAILABLE TO WORK	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	AM						
	PM						
ARE YOU CURRENTLY EMPLOYED? Yes No		IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER? Yes No					
HAVE YOU EVER BEEN EMPLOYED AT ORCHARD VALLEY COFFEE? Yes No		IF SO, WHEN?					
ARE YOU LEGALLY AUTHORIZED OR PERMITTED TO WORK IN THE UNITED STATES? Yes No		*HAVE YOU EVER BEEN CONVICTED OF A CRIME? (ANSWERING YES TO THIS QUESTION WILL NOT BE AN ABSOLUTE BAR TO AN OFFER OF EMPLOYMENT) Yes No If Yes, Please Explain:					

EDUCATION HISTORY

Please list last High School and ALL Business, Trade, or Colleges Attended				
NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	DEGREE MAJOR / MINOR	CUMULATIVE GPA

EXTRACURRICULAR ACTIVITIES (INCLUDE OFFICES HELD, SCHOLARSHIPS, AWARDS, HONORS, SPORTS, ETC).
 YOU ARE NOT REQUIRED TO LIST ACTIVITIES WHICH MAY REVEAL YOUR RACE, RELIGION, SEX, OR NATIONAL ORIGIN.

EMPLOYMENT HISTORY

List all employers with current or most recent employment first. Leave no time unaccounted for.

PRESENT / LAST EMPLOYER	SUPERVISOR'S NAME	TELEPHONE NO. () -
ADDRESS	DATES EMPLOYED	BASE SALARY OR WAGE
POSITION TITLE	____/____ to ____/____ Mo. Yr Mo. Yr	Start _____ Current _____ or End _____
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON(S) FOR LEAVING OR SEEKING CHANGE OF EMPLOYMENT		
PREVIOUS EMPLOYER	SUPERVISOR'S NAME	TELEPHONE NO. () -
ADDRESS	DATES EMPLOYED	BASE SALARY OR WAGE
POSITION TITLE	____/____ to ____/____ Mo. Yr Mo. Yr	Start _____ Current _____ or End _____
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON(S) FOR LEAVING		
PREVIOUS EMPLOYER	SUPERVISOR'S NAME	TELEPHONE NO. () -
ADDRESS	DATES EMPLOYED	BASE SALARY OR WAGE
POSITION TITLE	____/____ to ____/____ Mo. Yr Mo. Yr	Start _____ Current _____ or End _____
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON(S) FOR LEAVING		

REFERENCES

NAME	ADDRESS (Street, City, State, Zip)	PHONE NO.	OCCUPATION / BUSINESS	PERSONAL OR OCCUPATIONAL?	YEARS KNOWN

IMPORTANT, PLEASE READ BEFORE SIGNING

The filling of an application with Orchard Valley Coffee is a preliminary step to employment. It does not obligate Orchard Valley Coffee to offer employment, or the applicant to accept employment. An offer of employment, if made, is for employment at will and is not to be construed as a guarantee of continued employment. Orchard Valley Coffee reserves the right to terminate the employment of any employee at any time. Any employee also has the right to terminate his or her employment with Orchard Valley Coffee at any time.

I authorize investigation of all matters contained in this application which Orchard Valley Coffee may deem relevant to my employment and authorize my previous employers or other persons having information concerning me or my record to report such information to Orchard Valley Coffee and such persons are hereby released from all liability for issuing such information. Orchard Valley Coffee will keep all such information confidential except where such information is required to be released by law or order of a court or other authority. I understand and agree that I will be subject to immediate dismissal if it is subsequently discovered that the information herein is untrue or that I have failed to disclose a material fact. I understand that if employed by Orchard Valley Coffee, such employment will occur at will and no contract of employment, expressed or implied, is created and that no representative of Orchard Valley Coffee has any authority to enter into any agreement for employment of any specified period of time, or to make any agreement contrary to the foregoing. I understand that if I receive an offer of employment and I accept the position, I will be required to complete additional information necessary for company record keeping requirements.

* NOTICE TO APPLICANTS IN CALIFORNIA

In answering this question, do not include: Information regarding an arrest or detention that did not result in conviction; information regarding referral to, and participation in, any pre-trial or post-trial diversion program; minor traffic violations; convictions for which the record has been judicially ordered, sealed or expunged; marijuana-related convictions described in California Labor Code Section 432.8 that are more than two years old; misdemeanor convictions for which probation has been successfully completed or discharged and that have been judicially dismissed pursuant to California Penal Code Section 1203.4.

Signature _____ Date _____