



EMPLOYMENT APPLICATION

Which location are you applying for?

PO Box 309 • Clinton, WA 98236

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability.

PERSONAL

Date of Application _____

Name _____ Social Security No. _____
Last First Middle Initial

Present Address _____
No. Street City State Zip Code

How long have you lived at this address? _____ Telephone No. (_____) _____
Area Code

Job applied for _____ Rate of pay expected \$ _____ per _____

How did you learn of this opening _____

Are you 18 years or older? Yes _____ No _____ (We must comply with state law)

AVAILABILITY

List hours available to work per week: _____ Check here if available anytime

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Sunday | |
|--------|----|---------|----|-----------|----|----------|----|--------|----|----------|----|--------|----|
| From | To | From | To | From | To | From | To | From | To | From | To | From | To |
| | | | | | | | | | | | | | |

Have you worked for any Whidbey Coffee store before? Yes No If yes, When _____ Where? _____

1. What do you like about coffee? _____

2. What does customer service mean to you? _____

3. Are you a customer of Whidbey Coffee? Yes No

4. Why do you want to work for Whidbey Coffee? _____

Do you have any physical, mental, or medical impalements that would interfere with your ability to perform the essential duties of this job with or without an accommodation? Yes No If Yes, please describe in full. (Refer to position description if necessary) _____

In Case of Emergency, Contact: _____ Phone: _____

Do you have reliable transportation to work? Yes No

Do you have any relative or friends currently working for Whidbey's Coffee? Yes No

If Yes, state relationship to you and location of employment. _____

(Please note: All items on reverse side must be completed)

LIST BELOW, BEGINNING WITH YOUR MOST RECENT, ALL PRESENT AND PAST EMPLOYMENT.

| Name, Address and Phone # of Company | From | | To | | Last Position Held | | Starting Salary | Last Salary | Reason for Leaving | Name of Supervisor |
|--------------------------------------|------|----|----|----|--------------------|--------|-----------------|-------------|--------------------|--------------------|
| | Mo | Yr | Mo | Yr | Title | Duties | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

PERSONAL REFERENCES (Not former employers or relatives)

| Name and Address | Occupation | Phone Number |
|------------------|------------|--------------|
| | | |
| | | |
| | | |

RECORD OF EDUCATION

| School | Name and Address of School | Course of Study | Circle Last Year Completed | | | | Did You Graduate? | List Diploma or Degree | Grade Average |
|-------------|----------------------------|-----------------|----------------------------|---|---|---|-------------------|------------------------|---------------|
| | | | 1 | 2 | 3 | 4 | | | |
| High | | | | | | | | | |
| College/VoT | | | | | | | | | |

BACKGROUND

- Have you ever been convicted of any felony? Yes No
- Have you ever been convicted of any crime, excluding misdemeanors? Yes No
- Have you ever been convicted of any crime involving violence to another person? Yes No
- Have you ever been convicted of any crime involving dishonesty? Yes No
- Are you serving probation for any misdemeanor offense? Yes No
- Have you ever been counseled or disciplined for cash handling violations? Yes No
- Have you ever been counseled or disciplined for being late or absent from work or school? Yes No
- If you have answered Yes to any of the above, describe in full. _____

A YES answer is not an automatic disqualification from employment.

I certify that information given herein is true and complete to the best of my knowledge.

Whidbey's Coffee Company with the Fair Credit Reporting Act of 1996, I authorize request for records, investigation of all statements and contact of all references contained in this employment application as may be necessary in arriving at an employment decision, including requests for criminal, credit, or motor vehicle driving reports. I understand that incorrect, misleading or incomplete information on this application may result in immediate termination of employment. I understand that this employment application and any other company documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason. I also understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any prospective or existing employee. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs during employment. I understand that I may be required to sign a confidentiality and/or non-solicitation agreement of employment is granted. Whidbey's Coffee Company hires only US. Citizens and lawfully authorized workers.

Signed _____ Date _____