



# Application for Employment

Harrodsburg Harvest Coffee 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.**

## PERSONAL INFORMATION (PLEASE PRINT)

Last Name		First			M.I.	Date			
Street Address				Social Security No.					
City		State		ZIP					
Phone			E-mail Address						
Date Available		Position Desired			Salary Desired				
Specify hours available	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Are you able to work overtime?	
Are you legally eligible for employment in the U.S.? <b>(All new hires will be required to provide proof of eligibility to work in the U.S.)</b>			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you been convicted of a crime in the last seven (7) years? <b>If yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment</b>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you less than 18 years of age? <b>(Harrodsburg Harvest Coffee is required to comply with federal, state or provincial laws).</b>			YES <input type="checkbox"/>	NO <input type="checkbox"/>					

## EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

Computer Proficiency: Word for Windows  Excel  Others \_\_\_\_\_

## REFERENCES

*Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

**PREVIOUS EMPLOYMENT**

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

I hereby authorize Harrodsburg Harvest Coffee 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 Harrodsburg Harvest Coffee to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, and 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 Harrodsburg Harvest Coffee. I understand that nothing contained in this application, or conveyed during any interview which 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 Harrodsburg Harvest Coffee 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 Harrodsburg Harvest Coffee at any time without prior notice for any reason.

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