



JOE SIPPERS

C A F E

114 S 4th Street Effingham IL 62401
217-347-2233 JoeSippers.com

APPLICATION FOR EMPLOYMENT

Joe Sippers Cafe is an Equal Opportunity Employer

PERSONAL INFORMATION (please print)

Application date
(mm/dd/yyyy)

Name: Last First Middle

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Are you 18 years of age or older? **Y / N**
 Are you legally eligible for employment in the US? **Y / N**

Address: Street City State Zip

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Cell Phone Number: - - Email: _____

EMPLOYMENT AVAILABILITY (If you are applying for an hourly position, be aware that hours available may vary)

What position are you applying for? _____

Date available to start ____ / ____ / ____ How many hours/week are you hoping to work? _____

Please specify availability for each day of the week

Mon	Tues	Wed	Thu	Fri	Sat

Are you available to work overtime? **Y / N**
 Do you have reliable transportation? **Y / N** Position may require lifting at least 30 lb. Do you meet this? **Y / N**

EDUCATION

	# of years completed	Major/Minor?	Graduated?
High School			Y / N
College			Y / N
Business/Trade School			Y / N

Please list skills relevant to position you're applying for:

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What are a few of your favorite coffee shops?	What do you know about coffee?	What do you like about coffee?
Why do you want to work at Joe Sippers?	Describe in detail a specific time you provided excellent customer service. Why was it effective?	

PREVIOUS EMPLOYMENT

Please start with your most recent/current employer. We ask that you complete this even if you attach a resume.

Dates Employed		Employer Info	Job Type
from	to	Business Name	Your Job Title
full or part-time?		Business Address	If Hourly, # of hours/week
reason for leaving?		Type of Business	Duties
		Supervisor Name & Title	

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REFERENCES

Name	Phone & Email	Business	Years Known
1.			
2.			
3.			

I hereby authorize Joe Sippers Cafe 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 Joe Sippers Cafe 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 agreement should I become an employee of Joe Sippers Cafe. 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 that there is a position open and does not obligate Joe Sippers Cafe to hire me. I understand and agree that employment is at will, and that is to mean that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my own, or Joe Sippers Cafe's option. This application is current for 60 days. If you have not heard from the employer and still wish to be considered for employment, it will be necessary to submit a new application.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date ____/____/____