



## APPLICATION FOR EMPLOYMENT

Carma's Cafe 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 or state law.

**410-243-5200**

### PERSONAL INFORMATION (Please Print)

Name: Last First Middle Today's Date (M/D/Y)

Other names you are known by: Social Security Number

Are you over 18 years of age? ☐ Yes ☐ No (Carma's Cafe is required to comply with federal or state law.)

Are you legally eligible for employment in the U.S.? ☐ Yes ☐ No (Proof of U.S. citizenship or immigration status will be required if hired for the position.)

Have you been convicted of a felony in the last seven years? ☐ Yes ☐ No (A conviction will not necessarily bar you from employment.)

Address: Street City State Zip

Phone Number: Other (mobile, pager, etc.): Referred by:

### EMPLOYMENT DESIRED

Hours are available between 6:00 a.m. and 10:00 p.m.

Position: Salary Desired: Date available to start:

Specify Hours Available  
for Each Day of the Week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you able to work overtime? ☐ Yes ☐ No

Are you available Sundays? ☐ Yes ☐ No

Do you have reliable transportation? ☐ Yes ☐ No

Position requires lifting at least 30 pounds. Do you meet this requirement? ☐ Yes ☐ No

Ideally, how many hours per week would  
you like to work?

### EDUCATION

	# of Years Completed	Major/Minor	Did you graduate?
College	1 2 3 4		Y N
High School	1 2 3 4		Y N
Business or Trade School	1 2 3 4		Y N

Please list skills relevant to the position you are applying for.

At Carma's Cafe we "make art one cup at a time". As an employee, how would you interpret our motto?

What do you like about coffee? \_\_\_\_\_

Why do you want to work at Carma's Cafe? \_\_\_\_\_

Answer only one of the following: Describe, in detail, a specific time you provided excellent customer service. Why was it effective? **or** Describe what you think are the ingredients of giving excellent customer service.

**PREVIOUS EMPLOYMENT** Start with present or most recent employer.

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Wage Starting \_\_\_\_\_ Ending \_\_\_\_\_ Circle one: PT / FT / Summer

Job Title & Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Wage Starting \_\_\_\_\_ Ending \_\_\_\_\_ Circle one: PT / FT / Summer

Job Title & Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Wage Starting \_\_\_\_\_ Ending \_\_\_\_\_ Circle one: PT / FT / Summer

Job Title & Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**REFERENCES** Please list the names of three references, whom you have known for at least a year.

Name	Address & Phone Number	Years Known
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1. _____	_____	_____
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2. _____	_____	_____
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3. _____	_____	_____
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I hereby authorize Carma's Cafe to 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 Carma's 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 misrepresenting or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. 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, either by my own or Carma's Cafe's option. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_