

APPLICATION FOR EMPLOYMENT AT ACTON COFFEE HOUSE

Personal Information

Name:	Social Security # (can be provided later)
Address:	
Phone number(s) and email (please write email clearly, as this is how we will contact you):	
Are you less than 18 years of age?	Are you legally eligible to work in the US?

Education

What is the highest level of education that you have completed? (Degree information and the institution granting the degree.)
Are you currently a student? (Degree pursued, the institution, time remaining until completion.)

Former Employers (list last one first)

Name	Position held	Time of employment	Reason for leaving

References

Name	Contact information (phone or email or both)	Business	How do you know this person? How long?

Knowledge of Coffee; other Relevant Skills and Interests

Please describe why you want to work and Acton Coffee House and what strengths you possess that would make you a valuable member of our staff.

Availability

Please let us know how long you would like to work here and what is your availability during the week.

I authorize Acton Coffee House to investigate my references, background and employment records. I understand that, if I am employed by Acton Coffee House, false statements on this application will be grounds for dismissal. I understand that employment that I seek is *at will*, that is, may be terminated by either party at any time.

Date: _____ **Signature:** _____