



Employment Application Form
Revised: November 2021

Please Note: Applicants may be tested for illegal drugs.

PLEASE PRINT ALL INFORMATION REQUESTED (EXCEPT FOR SIGNATURE)

Date

Name Last First Middle Family Name (if different from Last Name)

Current Address Apt # Street City State Zip Code

How long at this address? Social Security No. (last 4 digits only)

Phone No. Email Address

If under 18, please list age Referred by:

Position applied for Employment desired: Full-time ONLY Part-time ONLY Full-time OR Part-time

Salary desired (be specific)

How many hours can you work weekly? Can you work nights? (Yes or No)

Days/Hours available to work (list times you can work):

No Pref Tues Thurs Sat Mon Wed Fri Sun

Education (most recently attended ONLY)

Type of school attended: High School College Other

Name of School: Location (city/state):

of Years Completed: Major/Degree (if applicable):

Year Graduated/Completed:

Background

Have you ever been convicted of a crime? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Have you ever worked in a coffee shop before? Yes No

Have you ever visited our coffee shop? Yes No

Why would you like to work for Future Grounds?



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Do you have a driver's license? Yes No

What is your means of transportation to work? _____

Driver's license no. _____ State of issue: _____ Expiration date _____

Have you had any accidents during the past three years? Yes No If yes, how many? _____

Have you had any moving violations during the past three years? Yes No If yes, how many? _____

References

Please list two references that are not relatives.

Name _____
Position _____
Company _____
Address _____
Phone No. _____

Name _____
Position _____
Company _____
Address _____
Phone No. _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.



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Work Experience

Please list your work experience for the past four years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Employer: Supervisor Name:
Address Phone No:
Employment Dates From To
Pay or Salary Start Final
Job Title
Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this employer.

Employer: Supervisor Name:
Address Phone No:
Employment Dates From To
Pay or Salary Start Final
Job Title
Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this employer.

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this employer.



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Employer: _____ **Supervisor Name:** _____

Address _____ **Phone No:** _____

Employment Dates From _____ To _____

Pay or Salary Start _____ Final _____

Job Title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this employer.

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No

If you did not complete this application yourself, who did? _____

By signing below,

- I hereby authorize Future Grounds, LLC 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 Future Grounds, LLC to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, 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 nothing contained in this application, or conveyed during an 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 and does not obligate Future Grounds, LLC 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 Future Grounds, LLC at any time without prior notice for any reason.

Signature: _____

Date: _____