



EMPLOYMENT APPLICATION

Return to The Orange Spot Coffeehouse at 4824 Chateau Ave., North Charleston

Full Name	Preferred Name
Street Address	Phone
City, State, Zip	Birth Date
Email Address	Coffee drink of choice
Emergency Contact: Relationship, Name, Number	
How did you find out about this job opportunity?	

WORK HISTORY

1

Employer (start with most recent)	Dates
Address	Phone
Job Title	Supervisor
Responsibilities	Starting Wage /hr.
...	Ending Wage /hr.
What was your favorite thing about this job?	
What was your least favorite thing about this job?	
Reason for leaving	

2

Employer (start with most recent)	Dates
Address	Phone
Job Title	Supervisor
Responsibilities	Starting Wage /hr.
...	Ending Wage /hr.
What was your favorite thing about this job?	
What was your least favorite thing about this job?	
Reason for leaving	

3

Employer (start with most recent)	Dates
Address	Phone
Job Title	Supervisor
Responsibilities	Starting Wage /hr.
...	Ending Wage /hr.
What was your favorite thing about this job?	
What was your least favorite thing about this job?	
Reason for leaving	



Last Name

REFERENCES

Please provide the names of two people, not related to you, that you have known for more than two years.

Name	City, State	Phone	Relationship	Years known

EDUCATION

School	City, State	Dates Attended	Degree/Major	Completed?
High School				<input type="checkbox"/>
College				<input type="checkbox"/>
Other				<input type="checkbox"/>

IMPORTANT QUESTIONS

Why do you want to work with us?

Do you have any previous barista, retail, or food service experience? Describe any special skills or training you think might be useful at The Orange Spot.

Tell us about one of your favorite foods or drinks and describe specifically what sets it apart.

Are there food or drinks you once disliked but have grown to enjoy? If so, what do you now appreciate about them?

Tell us about a few of your favorite things to do and hobbies outside of work.



Last Name

The Orange Spot will not discriminate against any employee or applicant because of age, religion, sex, race, color, national origin, disability, non-job related handicap, or because they are a disabled veteran.

AVAILABILITY

If hired, when could you start?	Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many hours a week are you looking to work?	If not, are you eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No

The Orange Spot Coffeehouse is open very early in the morning to after normal dinner hours, seven days a week. We try to be as flexible as possible when scheduling hours ... we know that your job is not your whole life, but we do need to know how your availability would fit with the rest of our staff, so please answer honestly:

I have a dependable way to get to work on time <input type="checkbox"/> Yes <input type="checkbox"/> No	I can usually work weekends <input type="checkbox"/> Yes <input type="checkbox"/> No
I can work early in the morning and not be grumpy <input type="checkbox"/> Yes <input type="checkbox"/> No	I can work most holidays <input type="checkbox"/> Yes <input type="checkbox"/> No
I can work late in the evening (and not be grumpy) <input type="checkbox"/> Yes <input type="checkbox"/> No	

What would your ideal schedule look like?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

When can you definitely NOT work?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Do you have any special schedule considerations that we should know about?

--

Do you anticipate that your available hours might change in the next 3-6 months (new school semester, traveling, etc.?) If so, how?

--

THE LEGAL STUFF

1. According to federal law, all individuals who are hired must, as a condition of employment, produce documentation to verify their identity and U.S. citizen status, or, if aliens, their legal authorization to work in the U.S. Therefore, I realize that any offer of employment would be contingent upon my ability to produce the required documentation within the time period required by law.

2. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omission, or misrepresentation on this application is sufficient for refusal to hire, or dismissal if I have been employed, no matter when discovered by The Orange Spot Coffeehouse.

3. I authorize this company to thoroughly investigate all statements contained in my application, or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to this company without giving me any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

4. I understand and agree that if I am hired, my employment will be 'at will' and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of myself or employer. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon this company unless made in writing.

5. I understand that filling out this form does not indicate that there is a position open and does not obligate this company to hire. If hired, I agree to abide by this company's work rules, policies, and procedures, and they retain the right to revise policies, in whole or in part, at any time.

Signature	Date
-----------	------