

# Application for Employment



Clive's Staples  
Coffee Shop & Bakery  
135 S. Broadway, Sterling, KS

**Position: Barista**

We accept applications even when we are not actively hiring and we keep applications on file for three months. If three months have passed and you are still interested in employment with us, please feel free to reapply. Thanks!

## Contact Info -----

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

## Requirements -----

- No previous barista experience is required, but applicants must be eager to learn about coffee.
- Ability to engage with customers in a confident and friendly manner.
- Applicants should be able to lift 25 lbs overhead, lift 50 lbs, and be on feet for extended periods of time.
- Must be punctual and dependable.
- Applicants must be 18 years of age or older.

If there is not enough space on this form to adequately answer the questions, please attach additional pages when you submit the application.

## General Info -----

Are you over 18 years of age? \_\_\_\_\_

What date would you like to start? \_\_\_\_\_

How many hours per week would be ideal for you? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

If so, where?      Company: \_\_\_\_\_

Position: \_\_\_\_\_

If you are offered a position at Clive's, would you quit your current job or would you work multiple jobs? \_\_\_\_\_

When are you available? (Circle all that apply)

**Mornings**

**Afternoons**

**Evenings**

**Weekends**

Can you work very early in the morning without being grumpy? \_\_\_\_\_

Can you work very late at night without being grumpy? \_\_\_\_\_

Do you have any scheduling conflicts or times when you are absolutely unavailable? If your schedule is complicated, please attach a chart showing when you would be available (include all 7 days of the week in your chart).

Are you looking for long-term employment or temporary? \_\_\_\_\_

If temporary, please elaborate on how long you would like to be employed.

# Education & Previous Employment -----

**Education:** Please circle all that apply

High School (or GED): **Completed**      **In Progress**      **Started, but didn't complete**

Associate's Degree: **Completed**      **In Progress**      **Started, but didn't complete**

Bachelor's Degree: **Completed**      **In Progress**      **Started, but didn't complete**

## Previous Employment:

Would this be your first job? \_\_\_\_ (If yes, you may skip the rest of this section.)

Please provide information for up to three of your most recent jobs, starting with your most recent.

**Employer One:** \_\_\_\_\_

If this is your current employer is it ok for us to contact them? \_\_\_\_\_

Contact Person and their Position: \_\_\_\_\_, \_\_\_\_\_

Your Starting Position: \_\_\_\_\_ Starting Pay: \_\_\_\_\_

Your Leaving Position: \_\_\_\_\_ Leaving Pay: \_\_\_\_\_

Duration: \_\_\_\_\_ to \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Favorite part of your job: \_\_\_\_\_

Least favorite part of your job: \_\_\_\_\_

**Employer Two:** \_\_\_\_\_

Contact Person and their Position: \_\_\_\_\_, \_\_\_\_\_

Your Starting Position: \_\_\_\_\_ Starting Pay: \_\_\_\_\_

Your Leaving Position: \_\_\_\_\_ Leaving Pay: \_\_\_\_\_

Duration: \_\_\_\_\_ to \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Favorite part of your job: \_\_\_\_\_

Least favorite part of your job: \_\_\_\_\_

**Employer Three:** \_\_\_\_\_

Contact Person and their Position: \_\_\_\_\_, \_\_\_\_\_

Your Starting Position: \_\_\_\_\_ Starting Pay: \_\_\_\_\_

Your Leaving Position: \_\_\_\_\_ Leaving Pay: \_\_\_\_\_

Duration: \_\_\_\_\_ to \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Favorite part of your job: \_\_\_\_\_

Least favorite part of your job: \_\_\_\_\_

## Personal Character References -----

Please provide three personal references. These should be people that can attest to your character, integrity, and work ethic, but they don't necessarily have to be people that were directly involved in your prior work experience.

### Personal Reference One:

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Their relation to you: \_\_\_\_\_

How long have you known them? \_\_\_\_\_

Their Phone Number: \_\_\_\_\_

### Personal Reference Two:

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Their relation to you: \_\_\_\_\_

How long have you known them? \_\_\_\_\_

Their Phone Number: \_\_\_\_\_

### Personal Reference Three:

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Their relation to you: \_\_\_\_\_

How long have you known them? \_\_\_\_\_

Their Phone Number: \_\_\_\_\_

## Questionnaire -----

Why do you want to work for Clive's?

What do you know about the author C.S. Lewis? (List any books of his that you've read)

Tell us how you came to love coffee.

How do you make coffee at your house?

Are you interested in learning more about baking and would you be willing to cross-train to work in the kitchen?

Would you willing to help with catering coffee at wedding receptions and other events?

What kind of stuff are you in to? If you had a ton of free time what would you do with it?

If you could choose anywhere in the world to visit where would you go? Why?

Imagine you were exorbitantly wealthy and just purchased a new racehorse. List your top three choices for what you would name your racehorse.

## **Other Questions We Have To Ask -----**

Are you residing in this country legally? \_\_\_\_\_

Are you able to legally work in this country without sponsorship? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

## **Disclaimer -----**

Clive's Staples will not discriminate against any employee or applicant because of age, sex, race, religion, country of origin, disability, non-job related handicap, or because they are a disabled veteran.

## **Revisions -----**

This document is the original revision of the barista application (Feb. 2019).  
Future revisions of this document will be tracked here:

Rev. A: Date: \_\_\_\_\_ Items changed: \_\_\_\_\_

Rev. B: Date: \_\_\_\_\_ Items changed: \_\_\_\_\_

Rev. C: Date: \_\_\_\_\_ Items changed: \_\_\_\_\_

Rev. D: Date: \_\_\_\_\_ Items changed: \_\_\_\_\_

## Legal Stuff -----

1. According to federal law, all individuals who are hired must, as a condition of employment, produce certain 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 made to me by Clive's Staples would be contingent upon my ability to produce the necessary documentation within the time period required by law.
  
2. I certify that the information supplied in this application is true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentations on this application are sufficient cause for refusal to hire or immediate dismissal no matter when the matter is discovered by Clive's Staples.
  
3. I authorize Clive's Staples to thoroughly investigate all claims and information provided by myself in this application and any other attached documents. I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to Clive's Staples without providing me with any and all claims, demands, or liabilities related to the disclosure of this information.
  
4. I understand and agree that if I am hired, my employment will be on an 'at will' basis without fixed term, and that my employment maybe be terminated at any time, with or without cause and without prior notice, at the decision of myself or Clive's Staples. No promises regarding employment have been made to me and I understand that no such promise is binding upon Clive's Staples unless made in writing. I understand that filling out this document does not obligate Clive's Staples to hire me. If hired, I agree to abide by the policies, procedures, and work rules of Clive's Staples and that Clive's Staples retains the right to revise company policies and procedures at any time.

Signature \_\_\_\_\_

Date \_\_\_\_\_