

DATE OF APPLICATION



APPLICATION FOR EMPLOYMENT

TELL US ABOUT YOURSELF

NAME:

ADDRESS:

PHONE NUMBER:

WHAT'S YOUR FAVORITE DRINK? _____ | ARE YOU UNDER 18 YEARS OF AGE? YES NO | IF REQUIRED, CAN YOU PROVIDE A VALID WORK PERMIT? YES NO

ARE YOU ABLE TO PERFORM ALL OF THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT A REASONABLE ACCOMMODATION? YES NO

IF NECESSARY, PLEASE DESCRIBE THE TYPE(S) OF REASONABLE ACCOMMODATIONS NEEDED?

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR SERIOUS MISDEMEANOR? YES NO

IF YES, STATE NATURE OF CRIME(S), WHEN AND WHERE CONVICTED & DISPOSITION OF THE CASE

NOTE NO APPLICANT WILL BE DENIED EMPLOYMENT SOLELY ON THE BASIS OF CONVICTION OF A CRIMINAL OFFENSE. THE NATURE OF THE OFFENSE, THE DATE OF THE OFFENSE, THE SURROUNDING CIRCUMSTANCES AND THE RELEVANCE OF THE OFFENSE TO THE POSITION(S) APPLIED FOR, HOWEVER, MAY BE CONSIDERED*

EMPLOYMENT DESIRED

POSITION DESIRED _____ PAY EXPECTED _____

HOW DID YOU LEARN ABOUT THIS OPPORTUNITY? _____

DATE YOU ARE AVAILABLE FOR EMPLOYMENT: _____

WHEN ARE YOU AVAILABLE?

HOURS AVAILABLE	MON	TUES	WED	THURS	FRI	SAT	SUN
FROM							
TO							

TOTAL HOURS AVAILABLE PER WEEK: ____ SHIFTS PREFERRED: DAYS NIGHTS WEEKENDS

ARE YOU WILLING TO WORK OVERTIME WHEN AND AS REQUIRED? YES NO

ARE YOU AVAILABLE TO WORK ON WEEKENDS? YES NO HOLIDAYS? YES NO

TELL US 3 TOP QUALITIES YOU HAVE THAT WILL MAKE YOU A GREAT PARTNER:

TELL US 3 WAYS YOU WILL DELIVER WORLD CLASS SERVICE TO OUR CUSTOMERS:

WHAT HAVE YOU BEEN STUDYING? List the last 2 places, starting with the current or most recent.

NAME & ADDRESS OF SCHOOL/COLLEGE	QUALIFICATIONS ACHIEVED / BEING STUDIED

WHAT HAVE YOU BEEN UP TO? List your last 3 employers, starting with the current or most recent.

NAME OF EMPLOYER	POSITION	RATE OF PAY:	EMPLOYMENT DATE:
WHAT WERE YOUR DUTIES?		REASON FOR LEAVING:	
MANAGER'S NAME	TELEPHONE NUMBER:	EMAIL:	

NAME OF EMPLOYER	POSITION	RATE OF PAY:	EMPLOYMENT DATE:
WHAT WERE YOUR DUTIES?		REASON FOR LEAVING:	
MANAGER'S NAME	TELEPHONE NUMBER:	EMAIL:	

NAME OF EMPLOYER	POSITION	RATE OF PAY:	EMPLOYMENT DATE:
WHAT WERE YOUR DUTIES?		REASON FOR LEAVING:	
MANAGER'S NAME	TELEPHONE NUMBER:	EMAIL:	

WHAT ELSE HAVE YOU BEEN INVOLVED IN? (for example, community/sports/team work experience)

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ARE YOU COMING BACK TO US? (Please tell us when you worked with us and your reason for leaving)

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DO YOU HAVE ANY FRIENDS OR RELATIVES EMPLOYED BY TEA GARDEN? YES NO
IF YES, WHO? _____

WHO'LL VOUCH FOR YOU? Please give us the names of 2 people (not related to you), who can be contacted to provide a reference for you. At least one should be work related. If this is your first job, please give a tutor / lecturer's name.

NAME:	PHONE NUMBER:
EMAIL:	HOW DO YOU KNOW THEM?

NAME:	PHONE NUMBER:
EMAIL:	HOW DO YOU KNOW THEM?

DRUG AND ALCOHOL POLICY

TEA GARDEN HAS A VITAL INTEREST IN MAINTAINING A DRUG AND ALCOHOL FREE ENVIRONMENT FOR ITS EMPLOYEES. GUESTS AND VISITORS. THE COMPANY PROHIBITS THE USE OF, POSSESSION OF, DISTRIBUTION OF, PURCHASE OR SALE OF, OFFERING TO PURCHASE OR SELL, TRANSFER OR TRAFFICKING IN AND WORKING OR REPORTING FOR WORK UNDER THE INFLUENCE OF INTOXICANTS, DRUGS OR CONTROLLED OR ILLEGAL SUBSTANCES.

PLEASE READ AND SIGN BELOW

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND AGREE TO HAVE ANY OF THE STATEMENTS CHECKED BY TEA GARDEN, I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY PRESENT OR PAST EMPLOYER OR SUPERVISOR; COLLEGE OR UNIVERSITY OR OTHER INSTITUTION OF LEARNING; ADMINISTRATOR; LAW ENFORCEMENT AGENCY, STATE AGENCY, LOCAL AGENCY, FEDERAL AGENCY, PRIVATE BUSINESS, MILITARY BRANCH OR THE NATIONAL PERSONNEL RECORDS CENTER, PERSONAL REFERENCE AND/OR ANY OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY CRIMINAL HISTORY, MOTOR VEHICLE HISTORY, SOCIAL SECURITY NUMBER, EARNINGS HISTORY, CHARACTER, AND EMPLOYMENT (INCLUDING REASONS FOR TERMINATION) OR ANY OTHER INFORMATION REQUESTED BY TEA GARDEN. FURTHER, I RELEASE ALL PARTIES AND PERSONS FROM ANY AND ALL LIABILITY FOR ANY DAMAGES THAT MAY RESULT FROM FURNISHING SUCH INFORMATION TO THE COMPANY AS WELL AS FROM THE USE OR DISCLOSURE OF SUCH INFORMATION BY THE COMPANY OR ANY OF ITS AGENTS, EMPLOYEES, OR REPRESENTATIVES.

I UNDERSTAND THAT ANY MISREPRESENTATION, FALSIFICATION, OR MATERIAL OMISSION OF INFORMATION ON THIS APPLICATION MAY RESULT IN MY FAILURE TO RECEIVE AN OFFER OR, IF I AM HIRED, IN MY IMMEDIATE DISMISSAL FROM THE COMPANY. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE RULES AND STANDARDS OF THE COMPANY AND I ACKNOWLEDGE THAT MY EMPLOYMENT AT TEA GARDEN IS FOR NO DEFINITE PERIOD OF TIME AND THAT THIS NOTHING IN THIS APPLICATION SHALL CONSTITUTE A CONTRACT OF EMPLOYMENT OR GUARANTEE OF EMPLOYMENT. I AGREE THAT MY EMPLOYMENT IS "AT- WILL" MEANING THE TERMS OF EMPLOYMENT MAY BE CHANGED AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE, EITHER AT MY OPTION OR AT THE OPTION OF THE COMPANY. THIS INCLUDES BUT IS NOT LIMITED TO: TERMINATION, DEMOTION, PROMOTION, TRANSFER, COMPENSATION, BENEFITS, DUTIES, AND LOCATION OF WORK. MY STATUS AS AN "AT-WILL" EMPLOYEE CANNOT BE CHANGED. FURTHER, I UNDERSTAND THAT ALL OFFERS OF EMPLOYMENT ARE CONDITIONED ON THE RECEIPT OF SATISFACTORY RESPONSES TO REFERENCE REQUESTS, SATISFACTORY PROOF OF AN APPLICANT'S IDENTITY AND LEGAL AUTHORITY TO WORK IN THE UNITED STATES.

APPLICANT'S SIGNATURE

DATE