

THE COFFEE PARK
Employment Application
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Date _____

Name _____

Address _____

Phone _____ e-mail _____ (optional)

Are you over 18? Yes _____ No _____

Can you provide proof that you are legal to work in The United States?

Yes _____ No _____

LIST PREVIOUS WORK EXPERIENCE (Beginning with most recent.):

Company	Position	Supervisor (name/number)	Dates	Salary	Reason for Leaving?
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PERSONAL REFERENCES (other than family members):

Name _____ Phone _____ Years Known _____ How Known _____
Name _____ Phone _____ Years Known _____ How Known _____

EDUCATION:

High school diploma or GED Yes No Graduation Date _____ School Attended _____

Some College _____ School(s) Attended _____ Currently Enrolled Yes No

Bachelor's Degree _____ Graduation Date _____ School Attended _____

Graduate Degree _____ Graduation Date _____ School Attended _____

Have you ever been convicted of, or plead guilty to, a crime (including misdemeanors other than minor traffic violations)?

Yes _____ No _____ (Answering yes will not exclude you from employment.)

If yes, please explain _____

Please list any relevant experience or training you have in coffee, retail, or childcare:

Please answer the following questions:

After receiving her order, a customer complains that she did not receive the correct amount of change. What would you do?

A Medium coffee costs \$1.75. If tax is 8% and the customer pays with a \$5 bill, how much change would they receive?

A customer complains about the temperature of the drink they received. What would you do?

A child slips on a wet floor. The child's parent blames you. How would you handle the situation?

What hours are you available to work?

The Coffee Park hours are from 6AM-8PM Monday-Friday and 8AM-6PM on Saturday (Hours subject to change).

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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What position are you interested in?
(See last page for job description)

Barista

Play Coordinator

Event Facilitator

Salary range desired _____ How many hours per week are you interested in _____

Completing this application is not an offer for employment nor does it guarantee that an offer will be given. You also authorize the owners of The Coffee Park to verify all of the information contained in this application and agree to have a background check performed to ensure the accuracy of the information (you will be notified if a background check will be performed). Furthermore you agree to be tested for illegal substance use by a certified laboratory at the expense of The Coffee Park. By signing this application you certify that you have answered all questions truthfully and completely.

SIGNATURE

DATE

JOB DESCRIPTIONS:

Barista:

A barista is responsible for making and pouring coffee beverages, smoothies, and other drinks. The duties of the barista will also include making and serving food to customers. Baristas will perform all of the tasks required behind the service counter and in the kitchen of The Coffee Park including, but not limited to, customer service, operating cash register, food prep, set up, clean up, building espresso beverages, brewing coffee, cleaning tables, and stocking. Hours Baristas are needed are from. The physical and mental requirements associated with this job include speech, vision, hearing, taste, standing for up to 4 hours at a time, bending, lifting 40 lbs, and basic math skills. Retail or coffee experience is desired but not necessary. Baristas must be 18 or older.

Play Coordinator:

A play coordinator is responsible for the supervision of the children's play area. The duties of the play coordinator include supervising children, encouraging and promoting active and imaginative play, and maintaining a safe environment. Play supervisors will perform all of the tasks required in the play area including, but not limited to, monitoring and entertaining children, check in and check out, reading, cleaning and sanitizing, picking up toys throughout the shift, handling emergencies if necessary, customer service, and operating cash register/ computer. The play coordinator must be CPR certified or willing to become CPR certified during training. The physical and mental requirements for this position include speech, vision, hearing, standing for up to 4 hours at a time, bending, reading, lifting up to 60lbs, and mentally/ physically able to handle young children and babies. Retail or childcare experience is desired, but not necessary. Play Coordinators must be 18 or older.

Event Facilitator:

An event facilitator is responsible for overall service of all activities in the meeting/party room. The duties of the event facilitator include, but are not limited to, setup and clean up of the meeting/party room for private gatherings and special events, serving as a host/hostess for activities and parties, customer service, limited barista duties (see above). Hours will vary depending on bookings of special events. The physical and mental requirements necessary for this position include speech, vision, hearing, standing for up to 4 hours at a time, bending, reading, basic math skills, lifting up to 20lbs. No experience necessary.