



## APPLICATION FOR EMPLOYMENT

Blue Cow Coffee Company is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.

**Please complete entire application to ensure processing.**

<b>PERSONAL INFORMATION</b> (Please print)					
Name	Last	First	Middle	Social Security/Social Insurance Number	Date (M/D/Y)
Other names you are known by _____ Are you less than 18 years of age? Yes ___ No ___ (Blue Cow Coffee Company is required to comply with federal, state, or provincial law.)					
U.S. Applicant Only: Are you legally eligible for employment in the U.S.? Yes ___ No ___ (All new hires will be required to provide proof of eligibility to work in the U.S.)			Have you been convicted of a crime in the last seven (7) years? Yes ___ No ___ If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.		
Present Address	Street	City	State/Province	Zip Code/Postal Code	
Permanent Address	Street	City	State/Province	Zip Code/Postal Code	
Phone Number	Daytime	Evening	Referred By		

<b>EMPLOYMENT DESIRED</b> (if you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)										
<u>Position</u> (circle all that apply)		<u>Store Location</u> (Circle all that apply)			<u>Salary Desired</u>			<u>Date You Can Start</u>		
Barista	Kitchen	Counter	Management	Arlington	Mansfield					
Specify hours available for each day of the week				Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you able to work overtime? \_\_\_\_\_  
 Have you ever worked for Blue Cow Coffee Company? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Which store? \_\_\_\_\_

EDUCATION		Name and Address of School	Circle Last Years Completed				Did You Graduate?		Subjects Studied and Degrees Received
High School			1	2	3	4	Y	N	
College			1	2	3	4	Y	N	
Post College			1	2	3	4	Y	N	
Trade, Business, or Correspondence School			1	2	3	4	Y	N	

List skills relevant to the position applied for \_\_\_\_\_

**SKILLS** For Office/Administrative positions only      Typing WPM: \_\_\_\_\_      10-Key:    Yes    No

Computer Proficiency:    Word for Windows      Excel      Others: \_\_\_\_\_

Have you ever visited a Blue Cow Coffee Company location? Where? Describe your experience. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 What do you like about coffee? \_\_\_\_\_  
 \_\_\_\_\_  
 Why would you like to work for Blue Cow Coffee Company? \_\_\_\_\_  
 \_\_\_\_\_  
 Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contiue on Back if Necessary

<b>FORMER EMPLOYERS</b>		List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.			
Date (M/D/Y)					
1	From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason for Leaving
	To				
	Duties Performed				
	Supervisor's Name		Phone Number	May We Contact?	
2	From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason for Leaving
	To				
	Duties Performed				
	Supervisor's Name		Phone Number	May We Contact?	
3	From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason for Leaving
	To				
	Duties Performed				
	Supervisor's Name		Phone Number	May We Contact?	
4	From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason for Leaving
	To				
	Duties Performed				
	Supervisor's Name		Phone Number	May We Contact?	

<b>REFERENCES</b>		Give below the names of three professional references, whom you have known at least one year.		
Name	Address & Phone Number	Business	Years Acquainted	How Do You Know This Person?
1				
2				
3				

I hereby authorize Blue Cow Coffee Company 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 Blue Cow Coffee Company 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 I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Blue Cow Coffee Company. I understand that nothing contained in this application, or conveyed during any 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 open and does not obligate Blue Cow Coffee Company to hire me. (U.S. APPLICANTS ONLY: 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 Blue Cow Coffee Company at any time without prior notice for any reason. MARYLAND APPLICANTS ONLY: Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take, a lie detector or similar test. An employer who violates this law is guilty of misdemeanor and subject to a fine not exceeding \$100. MASSACHUSETTS APPLICANTS ONLY: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. CALIFORNIA APPLICANTS ONLY: Applicant may omit any convictions for the possession of marijuana (except for convictions for the possessions of marijuana on school grounds or possession of concentrated cannabis) that are more than two(2) years old, and any information concerning a referral to, and participation in, any pretrial or post trial diversion program.

Date \_\_\_\_\_ Signature \_\_\_\_\_

For Retail positions please submit this application at your nearest store location.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO HIRING A DIVERSE WORKFORCE.**