

Employee Application



Name: _____ Today's Date: _____

If under 18, Please List Parent or Legal Guardian Name: _____

Address: _____ Phone: _____

Date of Birth: _____ Marital Status:(please circle) Married Single

Personal Information

Do you have any prior experience or skills in the coffee house/café line of work?

If so, please list your former employer and name of business:

Employer Name & Phone Number _____

Name of Café/Coffee House: _____

Please list your current place of employment: _____

Current Employer Name & Phone Number: _____

Please list a minimum of two (2) other references:

Name: _____ Phone #: _____

Name of business: _____ Years employed _____

Name: _____ Phone #: _____

Name of business: _____ Years employed _____

Define whether you are a current student & grade, or graduate, including the school you attended:

Shift Preferences

Please circle the positions you are most interested in:

(a) *I am interested only in a part-time position. I understand that by applying I commit to a minimum of three (3) shifts a week if necessary.*

(b) *I am most interested in a full-time position. I understand that by applying I commit to a minimum of four (4) or more shifts per week.*

I am interested mostly in working:

(a) morning shift (approx. 6:30a.m.-1:30p.m.)

(b) afternoon shift (approx. 1:30-5:30p.m.)

(c) evening shift (approx 5:30 p.m.-Closing)

(d) any or all of the above

Location I am applying for: (please circle) Nappanee South Bend Nappanee Drive Thru

Dear Applicant,

Thank-you for taking an interest in employment at Main Street Coffee House. Our procedure for new applicants is as follows:

“We will review your application, and file it according to the date of the application. As our staffing needs arise, we will arrange interviews to fill those positions. ***You will not be contacted concerning this application, unless we have selected you for an interview.*** Please keep in mind that we receive a number of applications each week, and therefore, we reserve the right to choose our applicants according to our own discretion. Also, in the past, applicants waiting for up to one year, before having a position available. Thank-you for your understanding.”

Sincerely,

Marcus & Debra Miller
Owners