

Email completed application to
hi@theexchangecoffee.com



THE
EXCHANGE
COFFEE • MERCANTILE • EATERY

EMPLOYMENT APPLICATION

PERSONAL INFORMATION (Please print)

Today's Date (M/D/Y) _____ Name (First, Middle, Last) _____

Birthdate (M/D/Y) _____ Are you 18 years of age? Yes _____ No _____ (The Exchange is required to comply with federal & state law.)

Are you legally eligible for employment in the U.S.? Yes _____ No _____ (Proof of U.S. citizenship or immigration status is required if hired.)

Would you be willing to complete a background check? Yes _____ No _____

Would you be willing to complete a drug screening if asked? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____ (A conviction will not necessarily bar you from employment.) If yes, explain briefly:

Address (Street, City, State, Zip Code)

Cell phone: _____ Email: _____

What do you like to do in your free time? _____

EMPLOYMENT DESIRED

Position(s) seeking: _____ Full-time _____ Part-time _____ Seasonal _____

Date available to start: _____ Hours per week desired: _____

Why do you want to work at The Exchange? _____

Do you have reliable transportation? Yes _____ No _____ Are you currently employed? Yes _____ No _____

If yes, what is your present occupation? _____

Saturdays are our busiest days. Are you able to commit to working most Saturdays? Yes _____ No _____

We will need staff to cover the following hours (subject to change): Tues-Sat: 6:00am-4:30pm

Specify typical hours available each day of the week (we understand this is subject to change).

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

For what period of time do you anticipate your availability remaining the same as listed above? (i.e. for the next 3 months until my school schedule changes, or I plan to be in De Pere for the next 6 months, etc.): _____

Please list any other schedule related comments: _____

We require that you maintain a positive attitude with staff and customers all of the time. Do you feel confident that you would be able to carry this out? Yes _____ No _____

This job requires lifting at least 30 lbs. Do you meet this requirement? Yes _____ No _____

Constant cleaning is required for this job. Is this something that you are good with? Yes _____ No _____

EDUCATION

High School, College, Business or Trade School Attended (Name & Location)	# of Years Completed	Major/Minor or Subject Studied	Did you graduate?
HIGH SCHOOL	1 2 3 4		Yes No
COLLEGE	1 2 3 4		Yes No
BUSINESS/TRADE SCHOOL	1 2 3 4		Yes No

Please list skills relevant to the position(s) you're applying for _____

EMPLOYMENT HISTORY

Please use this section to describe your work experience, starting with your most recent or current employer.

Employer _____ Dates Employed _____ to _____

Position(s) _____ Pay \$ _____ per hour/week/year (circle one)

Responsibilities _____

Full Time or Part Time? _____ Reason for leaving _____

Supervisor Name & Title _____ Phone _____

May we contact them? Yes _____ No _____ If no, please explain briefly _____

Employer _____ Dates Employed _____ to _____

Position(s) _____ Pay \$ _____ per hour/week/year (circle one)

Responsibilities _____

Full Time or Part Time? _____ Reason for leaving _____

Supervisor Name & Title _____ Phone _____

May we contact them? Yes _____ No _____ If no, please explain briefly _____

Employer _____ Dates Employed _____ to _____

Position(s) _____ Pay \$ _____ per hour/week/year (circle one)

Responsibilities _____

Full Time or Part Time? _____ Reason for leaving _____

Supervisor Name & Title _____ Phone _____

May we contact them? Yes _____ No _____ If no, please explain briefly _____

REFERENCES

Please list at least three character and/or professional references (other than family).

Name _____ City & State _____

Phone: _____ Email: _____

How does he/she know you? _____

Name _____ City & State _____

Phone: _____ Email: _____

How does he/she know you? _____

Name _____ City & State _____

Phone: _____ Email: _____

How does he/she know you? _____

The information in this application is true and correct to the best of my knowledge. I authorize any references listed in this application to give you any information that may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Today's Date (M/D/Y) _____