

# EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer  
Drop this form off at the coffeehouse or  
email to: jobs@steeltowncoffee.com



695 Railroad Avenue • Pittsburg, CA

## First, tell us a few basic things about you...

Please print and write clearly, we are really interested in getting to know you!

Today's Date \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

### Present Address

No. & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ \_\_\_\_\_  
Mobile Phone Home Phone Email

### Permanent Address (if different from present address)

No. & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## What brings you here?

Position applying for: \_\_\_\_\_  Part Time  Full Time

Why are you applying for work at Steeltown Coffee & Tea? (Think hard, this could be the difference between you and the next applicant! Write as much or as little as you want in the space provided.)

---

---

---

---

---

---

---

---

---

---

**Now, tell us some more...**

In 15 words or less, tell us how your friends would describe you:

---

---

Have you ever applied to or worked for Steeltown Coffee & Tea before? ..... Yes No

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Steeltown Coffee & Tea?..... Yes No

If yes, state name(s) and relationship:

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

If hired, would you have a reliable means of transportation to and from work? ..... Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)..... Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? ..... Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ..... Yes No

If no, describe the functions that cannot be performed.

---

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to pass skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?  
(Misdemeanor convictions for marijuana-related offenses that are more than two years old need not be listed.)..... Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

---

(Note: No applicant will be denied employment solely on the grounds 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 may, however, be considered.)



## OK, now tell us where you went to school...

### Education, Training and Experience

School	Name / Address	# of Years Completed	Did you Graduate ?		Degree or Diploma
<b>High School</b>	Name:		Yes	No	
	City: State:				
<b>College / University</b>	Name:		Yes	No	
	City: State:				
<b>Vocational / Business</b>	Name:		Yes	No	
	City: State:				
<b>Health Care Training</b>	Name:		Yes	No	
	City: State:				

## And tell us about your work history...

List all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. Please complete this section even if you brought a resume.

1. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Name of Employer Telephone No.

\_\_\_\_\_  
 Type of Business Your Supervisor's Name & Position

\_\_\_\_\_  
 Address & Street City State Zip

Dates of Employment: \_\_\_\_\_ Hourly Pay: \_\_\_\_\_  
 From To Starting Ending

\_\_\_\_\_  
 Your Position and Duties

\_\_\_\_\_  
 Reason for Leaving

2. \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Name of Employer Telephone No.

\_\_\_\_\_  
 Type of Business Your Supervisor's Name & Position

\_\_\_\_\_  
 Address & Street City State Zip

Dates of Employment: \_\_\_\_\_ Hourly Pay: \_\_\_\_\_  
 From To Starting Ending

\_\_\_\_\_  
 Your Position and Duties

\_\_\_\_\_  
 Reason for Leaving

May we contact this employer for a reference? ..... Yes No

---

3. \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Name of Employer Telephone No.

\_\_\_\_\_  
 Type of Business Your Supervisor's Name & Position

\_\_\_\_\_  
 Address & Street City State Zip

Dates of Employment: \_\_\_\_\_ Hourly Pay: \_\_\_\_\_  
 From To Starting Ending

\_\_\_\_\_  
 Your Position and Duties

\_\_\_\_\_  
 Reason for Leaving

May we contact this employer for a reference? ..... Yes No

Note: Attach additional page(s) if necessary.

---

**Almost done, now tell us about some people who know you...**  
 List three persons not related to you who know about your work performance within the last three years.

I. \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_  
 First Name Last Name Telephone No.

\_\_\_\_\_  
 Address & Street City State Zip

\_\_\_\_\_  
 Occupation & Position No. of Years Acquainted

---

2. \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_  
 First Name Last Name Telephone No.

\_\_\_\_\_ - \_\_\_\_\_  
 Address & Street City State Zip

\_\_\_\_\_ \_\_\_\_\_  
 Occupation & Position No. of Years Acquainted

---

3. \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_  
 First Name Last Name Telephone No.

\_\_\_\_\_ - \_\_\_\_\_  
 Address & Street City State Zip

\_\_\_\_\_ \_\_\_\_\_  
 Occupation & Position No. of Years Acquainted

---

**Finally, the legal stuff...**

Please read carefully, initial each paragraph and sign below.

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my  
 Initials chances for employment and that the answers given by me are true and correct to the best of my  
 knowledge. I further certify that I, the undersigned applicant, have personally completed this  
 application. I understand that any omission or misstatement of material fact on this application or on  
 any document used to secure employment shall be grounds for rejection of this application or for  
 immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Steeltown Coffee & Tea / Steeltown Coffee Company, Inc. to thoroughly investigate  
 Initials my references, work record, education and other matters related to my suitability for employment  
 and, further, authorize the references I have listed to disclose to the company any and all letters,  
 reports and other information related to my work records, without giving me prior notice of such  
 disclosure. In addition, I hereby release the Company, my former employers and all other persons,  
 corporations, partnerships and associations from any and all claims, demands or liabilities arising out  
 of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may  
 Initials be granted or during my employment, if hired, is intended to create an employment contract between  
 me and the Company. In addition, I understand and agree that if I am employed, my employment is for  
 no definite or determinable period and may be terminated at any time, with or without prior notice,  
 at the option of either myself or the Company, and that no promises or representations contrary to  
 the foregoing are binding on the company unless made in writing and signed by me and the  
 Company's designated representative.

\_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction,  
 Initials civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by  
 the Company, I am entitled to copies of any such public records obtained by the Company unless I  
 mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of  
 any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

\_\_\_\_\_ Applicant's Signature  
 Date

