

CU EMPLOYMENT APPLICATION (EQUAL OPPORTUNITY EMPLOYER)

At least one year employment commitment. Weekend & Evening availability is required.

Name (Last, First)		Cell Phone #		Today's Date	
Present Address		City		State	Zip
Permanent Address		City		State	Zip
Employment--Position desired:		# hrs weekly:	Hourly wage:	Start-date:	
Ideal schedule:			Would this job be primary or secondary?		
Currently employed?	Schedule:			May we call employer?	
Name & Location of last school attended:				Last grade completed:	
Currently a student?	Schedule:			Graduation Date:	
Grade Point Average:	Degree / Major:		Career Goal:		
Special hobbies / skills / interests:					

EMPLOYMENT HISTORY (Beginning with most recent): Application will not be considered if Supervisor name & valid phone # are omitted.

Month / Year	Name and city of employer:	Supervisor	Phone	Wage / Hr	Position	Reason for leaving:
From: _____ To: _____						
From: _____ To: _____						
From: _____ To: _____						

1. We primarily hire based on availability for these shifts: **Mon-Thurs:** 4pm- 11pm; **Fri & Sat:** 4pm-1am; **Sun:** 8am-4pm & 3pm-11pm. **x**_____
2. Weekend work (**Fri, Sat & Sun**) is required for duration of employment. **x**_____
3. Hourly pay for first 3 weeks is minimum wage. **x**_____
4. Requests for days off must be entered into our book 2 wks in advance. **x**_____
5. Do you have reliable transportation? Y / N
6. You are required to find sub workers for sick days, etc. Okay? Y / N **x**_____
7. Are you more cheerful in the morning or evening?
8. You are required to arrive prepared (rested, in uniform, sober). Okay? Y / N
9. If hired, how long would you desire to work here?
10. Do you agree to give a 2-week notice if you decide to quit? Y / N
11. How long do you plan to live in Greenville?
12. Do you like to play team sports/activities? Y / N ...to play video games? Y / N
13. Do you smoke? Y / N
14. List outside activities that might conflict with this job:
15. All positions require physical work (standing, stairs, lifting & carrying heavy items, mopping, etc.) Is this acceptable Y / N
16. If hired, you are required to honor a non-disclosure agreement to protect our business information. Will you comply? Y / N
17. If you quit without giving a 2 week notice, you will receive minimum wage for all remaining unpaid hours. Understand? Y / N
18. In the last 5 yrs, were you convicted of a crime related to -assault/harrasment? Y / N -illegal drug use? Y / N -theft? Y / N -traffic? Y / N
19. If CU deems it necessary, are you willing to take -a drug test? Y / N -a polygraph test? Y / N -a personality test? Y / N
20. All throughout employment at CU, you are evaluated based on performance, skill & attitude. If you exhibit poor performance due to negligence, negative &/or unprofessional behavior, your hourly wage &/or scheduled hours may be reduced. Understand? Y / N
21. You will be required to publicly represent CU in a professional & upstanding manner, whether on- or off- CU premises, whether on- or off- the clock. This includes FaceBook postings, blogs, tweets, etc. Do you understand and agree to this policy? Y / N

AUTHORIZATION: "I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. ••• I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. ••• I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by the president of this company."

Date: _____ Applicant Signature: _____

If under 18 yrs....Parent Signature: _____ Parent Phone _____ Date _____

STAFF/POTENTIAL STAFF TERMS:

If you are under 18, your parent's signature is required, in addition to yours, for all forms.

We usually do not seek temporary or seasonal staff. At least one year employment commitment required.

Must be available to work most weekends, including Sundays (mostly night shifts).

CELL PHONE:

I agree to keep my phone silent & I will not text or talk for personal reasons while clocked in or in work areas. (x _____)

My phone will not be visible / set out on counter. (x _____)

FORMS: Within your first week of employment, please provide the following:

A copy of your 1--current state-issued ID, 2--social security card, 3--completed W4 form (provided by CU)

EMPLOYEE NON-DISCLOSURE AGREEMENT:

If hired as an employee of Coffee Underground, I agree to not disclose or share any proprietary information belonging to Coffee Underground, including recipes, procedures, financial information, policies, personal information about other persons, and any other proprietary information. (full signature _____ date _____)

SC IS AN EMPLOYMENT-AT-WILL STATE: Any CU form or agreement does not act as an employment contract.

I understand that CU reserves the right to terminate any employee, without notice, for any legal reason according to SC state law. (x _____)

I understand, if I decide to quit, I will provide a 2-wk written notice. Failure may result in minimum wage pay for unpaid hrs(x _____)

I understand that scheduled hours during the training period will be part-time until I am able to fulfill required duties.....(x _____)

SHIFT CHANGES:

I understand if I am unable to work a full or partial shift for non-life threatening emergency reasons (**cold, flu, stomach, hang-over, etc**), that I will find an appropriate substitute to cover the entire shift(s), and that I will get prior approval from Dana.(x _____)

I understand "Emergency" = **1**-Auto wreck, **2**-Sudden Hospitalization of Self or Immediate Family, and may need to be proven.....(x _____)

I agree to immediately learn and follow procedures for time off, including entering info I provided on my application(x _____)

PROMPT/ READY FOR SHIFT(S):

I understand that Working in a service job is often physically demanding & stressful, and that **I have disclosed any & all reasons** that I would not be able to perform any physically- or emotionally-demanding tasks & duties(x _____)

I understand that sometimes I may have to work a bit past my scheduled time to leave(x _____)

I agree to learn the tardy policies, and understand that repeat tardies may result in a decrease in wage &/or hours.....(x _____)

If I become unable to work most weekends, I understand that my status, position assignments, etc. may also change.....(x _____)

EAGERNESS / ATTITUDE / WORK ETHIC:

I understand that working here can be very stressful at times.....(x _____)

I understand that, in order to maintain a laid back atmosphere for guests, staff must work diligently during busy & calm periods ..(x _____)

I understand that disrespectful behavior to guests, coworkers or managers will result in termination.(x _____)

I understand that I am to conform to the standards and policies of CU, regardless of past experience &/or education(x _____)

if I notice that a coworker does not comply to policies/procedures, **I agree** to inform Charles/mgr or Dana.....(x _____)

I understand that the policies are firm and I agree to not waiver from CU policies for any reason.(x _____)

If I receive conflicting instructions from coworkers &/or managers, **I agree** to inform Dana to receive proper instructions(x _____)

I agree to always perform and make every decision / action to what is best for Coffee Underground, not for myself(x _____)

Question: Do you think that this barrage of questions/agreements is un-necessary for employment consideration?(x _____)

THANK YOU for your time while completing this employment application.....Dana / Owner