



ChocoLaté Coffee



2558 Shallowford Rd. Suite 201
Atlanta, Ga 30345 404-321-0174

Print it, fill it out completely & drop it off in person.

Personal Information:		
First Name:	Last Name:	Middle:
Home Address:		
City, State & Zip:		
Social Security #	Email:	
Are you at least 18 years or older? Yes () No ()		
Today's Date	Home Phone:	Cell:
Tell us why we should hire you over other applicants?		

Desired Employment:		
Date you can start:	Salary Desired:	Position Desired:
Are you currently employed? Yes () No () if yes, can we contact your current employer? Yes () No ()		
Ever worked for ChocoLaté Coffee before? Yes () No () if yes, when?		
Ever applied to ChocoLaté Coffee before? Yes () No () if yes, when?		
Who can we thank for referring you to us?		

Education:		
1. High School Name & Location		
Years attended.	Did you graduate?	
2. College Name & Location		
Years attended.	Did you graduate?	Area of study:
3. Trade, Business or Barista Training? Explain:		

General
Any experience with the following? Explain in detail. Cash register, computer based with touch screen? Explain:
Retail experience and/or training?
Coffee shop experience?
Special training that could come in handy?
Special Skills that might impress the boss?

Present Employer		
Business Name	Address	Phone number
Starting Date	Ending Date	Job Title
Weekly salary \$	or Hourly Salary \$	Ending Salary \$
Name of supervisor & their title	Phone number	
May we contact your supervisor? Yes () No ()		
Description of responsibilities, explain in detail:		
Reason you're looking elsewhere?		

Former Employer 1		
Business Name	Address	Phone number
Starting Date	Ending Date	Job Title
Weekly salary \$	or Hourly Salary \$	Ending Salary \$

Name of supervisor & their title	Phone number
May we contact your supervisor? Yes () No ()	
Description of responsibilities, explain in detail:	
Reason for leaving	

Former Employer 2		
Business Name	Address	Phone number
Starting Date	Ending Date	Job Title
Weekly salary \$	or Hourly Salary \$	Ending Salary \$
Name of supervisor & their title	Phone number	
May we contact your supervisor? Yes () No ()		
Description of responsibilities, explain in detail:		
Reason for leaving		

Former Employer 3		
Business Name	Address	Phone number
Starting Date	Ending Date	Job Title
Weekly salary \$	or Hourly Salary \$	Ending Salary \$
Name of supervisor & their title	Phone number	
May we contact your supervisor? Yes () No ()		
Description of responsibilities, explain in detail:		
Reason for leaving		

References (please list 3) These have to be people that are not related to you or live with you.		
Name	Business & Yrs. Acquainted	Phone #
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Have you ever been convicted of a felony within the last 5 years? Yes () No ()
If yes, explain (will not necessarily exclude you from consideration)

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 to 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 forgoing, unless it is in writing and signed by an authorized company representative.

By signing this application, you fully agree to the above terms and conditions.

Signature:	Date:
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Availability - Please explain in detail.	
Be flexible, as it will increase your chance that it will fit our needs.	
Monday's	
Tuesday's	
Wednesday's	
Thursday's	
Friday's	
Saturday's	
Sunday's	