



APPLICATION FOR EMPLOYMENT

Caffe Pronto, Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, national origin, sexual orientation, or any other basis prohibited by federal or state law.

PERSONAL INFORMATION (Please Print)

Name: Last First Middle Social Security Number Date of Application

Are you 18 years of age? Yes _____ No _____ (Caffe Pronto is required to comply with federal or state law).

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

Have you been convicted of a felony in the last seven years? Yes _____ No _____ (A conviction will not necessarily bar you from employment.)

Address: Street City State Zip Code

Phone Number: _____ Other (cell, work, etc.): _____ Referred by: _____

Email Address: _____

Employment Desired (If you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)

Position: _____ Location: _____ Salary Desired: _____ Date Availability to Start: _____

Specify Hours Available for Each Day of the Week:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Anticipated duration of employment: _____

Are you able to work overtime? Yes _____ No _____

Have you ever worked for Caffe Pronto, Inc. before? _____ If yes, when? _____ At which store? _____

Do you have reliable transportation? Yes _____ No _____ Position requires lifting 30+ lbs. Do you meet this requirement? Yes _____ No _____

Education

High School, College, Business or Trade School Attended (Name and Location)	# of Years Completed				Major/Minor Subject Studied	Did you Graduate?	
	1	2	3	4		Y	N
High School							
College							
Business or Trade School							

Please list skills relevant to the position for which you are applying: _____

Have you ever visited a Caffe Pronto location before today? If so, please specify the location and describe your experience.

What do you like about coffee? _____

Why do you want to work at Caffe Pronto? _____

Describe, in detail, a specific time when you provided excellent customer service. Why was it effective? _____

Previous Employment (Please start with your most recent, or current, employer. Please complete even if you attach a resume.)

Dates Employed		Employer Information	Employment Type	Salary
From	To	Business Name	Type of Business	Starting
Full or Part Time?		Business Address	Job Title	Ending
Reason for Leaving		Supervisor's Name, Title, and Phone Number	Duties:	If hourly, number of hours per week:

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REFERENCES (Please list the names of three professional references, whom you have know for at least one year.)

Name	Contact Information	Business	Years Known
1.			
2.			
3.			

I hereby authorize Caffe Pronto, Inc. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Caffe Pronto, Inc. to provide any relevant information regarding my current and/or previous employment, and I release all persons, schools, and employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality agreement should I become an employee of Caffe Pronto, Inc. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate that there is a position open and does not obligate Caffe Pronto, Inc. to hire me. I understand and agree that employment is at will, and that is to mean that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my own, or Caffe Pronto, Inc.'s option. This application is current for 60 days. If you have not heard from the employer & still wish to be considered for employment, it will be necessary to submit a new application.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date