



**URBAN MILL CAFÉ
&
IT'S A GRIND
EMPLOYMENT APPLICATION**



We Value High Quality People,
High Quality Products & High Quality Service

PERSONAL RECORD:

Name: _____ (Last) _____ (First) _____ (Middle) **Date:** (M/D/Y) _____

Current Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Phone Number: _____ **Other (mobile, pager, etc.):** _____

Other names you are known by: _____ Are you 18 years of age? Yes _____ No _____
 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 for the position.)
 Have you been convicted of a felony in the last seven years? Yes _____ No _____ (A conviction will not necessarily bar you from employment.)

EMPLOYMENT DESIRED:

What type of position are you applying for? Full-Time _____ Part-Time _____ Temporary _____

Date Available to Start: _____ Explain any outside commitments: _____

Specify Hours Available for Each Day of the Week: _____ Amount of hours desired: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are you available to work weekends? Yes _____ No _____ Are you available to work holidays? Yes _____ No _____

Have you ever visited Urban Mill Café & It's A Grind Coffee House before today? If yes, please describe your experience.

What unique qualifications, skills, experience or interests do you bring to this café? _____

Why do you want to work at Urban Mill Café & It's A Grind? _____

Describe, in detail, a specific time you provided excellent customer service. _____

EDUCATION:

Name of School Attended (Name and Location)	# Years Completed	Course of Study	Did you Graduate?
High School:	1 2 3 4		Y N
College:	1 2 3 4		Y N
Other:	1 2 3 4		Y N

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

PREVIOUS EMPLOYMENT:

Please use this section to describe your work experience, starting with your most recent, or current employer. Please complete even if you attach a resume.

Employer:	Address & Phone Number:		
Supervisor's Name & Title:	Dates Employed: From: _____ To: _____		
Job Title:	Salary/Wage: Starting: _____ Ending: _____	Hours/Week:	
Describe the work you did:	Explain your reasons for leaving: May we contact this employer? Yes No If no, why not?		

Employer:	Address & Phone Number:		
Supervisor's Name & Title:	Dates Employed: From: _____ To: _____		
Job Title:	Salary/Wage: Starting: _____ Ending: _____	Hours/Week:	
Describe the work you did:	Explain your reasons for leaving: May we contact this employer? Yes No If no, why not?		

Employer:	Address & Phone Number:		
Supervisor's Name & Title:	Dates Employed: From: _____ To: _____		
Job Title:	Salary/Wage: Starting: _____ Ending: _____	Hours/Week:	
Describe the work you did:	Explain your reasons for leaving: May we contact this employer? Yes No If no, why not?		

REFERENCES: Please list the names of three professional references, whom you have known at least one year.

Name	Business/Organization	Telephone	Association with you
1.			
2.			
3.			

Please read and sign:

I hereby authorize Urban Mill Café & It's A Grind 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 Urban Mill Café & It's A Grind 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 Urban Mill Café & It's A Grind. 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 Urban Mill Café & It's A Grind 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 Urban Mill Café & It's A Grind's option. This application is current for 60 days. If you have not heard from the employer and 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 _____

URBAN MILL CAFÉ & IT'S A GRIND IS AN EQUAL OPPORTUNITY EMPLOYER.

Our Mission: To provide exceptional experiences and the freshest products to our customers, enriching the lives of everyone we meet.