



538 W. Willoughby Phone (907) 586-1088  
 Juneau, AK 99801 Fax (907) 586-1064

# Employment Application

*Heritage Coffee is an Equal Opportunity Employer*

<b>POSITION APPLIED FOR</b>	
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Thank you for your interest in Heritage Coffee as an employer. Only final candidates for posted openings will be contacted personally by Heritage Coffee.

GENERAL INFORMATION		
Name (last, first, middle initial)		
Street Address		City, State, Zip
Home Phone No.	Email	
Are you authorized to work in the United States? Proof of Authorization will be required post hire.		Are you 18 years of age or older?
YES	NO	YES NO
TRAINING AND EDUCATION		
CIRCLE HIGHEST GRADE COMPLETED:      8                      9                      10                      11                      12                      GED		
Colleges/other training	Major/subject	Degree/certificates
ADDITIONAL SKILLS Describe skills relevant to the job for which you are applying		
SKILL	TYPE OF EXPERIENCE	LEVEL OF EXPERTISE
Can you perform the essential functions of the job with or without reasonable accommodation?      Yes                      No		
BACKGROUND INFORMATION		
EACH CASE IS CONSIDERED SEPARATELY BASED ON JOB DUTIES AND PERFORMANCE AREAS		
Do you have a valid Alaska State Driver's License?                      Yes                      No                      Other State _____		
Have you been convicted of a felony or served time in prison within the last ten (10) years?      Yes                      No		
Conviction will not necessarily bar you from employment. If yes, please explain:		

**EMPLOYMENT HISTORY**

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections **MUST** be completed even if a resume is submitted.

Employer		Employed from	To
Address		Supervisor	
Phone	Hours worked/week	Starting salary	
Position		Last salary	
Primary duties			
Number of employees supervised by you		May we contact this employer	Supervisor's Phone
Reason for leaving			

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**PROFESSIONAL REFERENCES** Please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance

Name	Place of employment/title	Phone

**What hours are you available to work?**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

What do you like about coffee?
Why would you like to work for us?
Describe your best customer service experience?
Anything else you'd like to tell us about yourself? Special interests? Involved in any organizations?

I certify that the facts set forth in this application for employment with Heritage Coffee Roasting Company are true and complete to the best of my knowledge. I understand that, if employed, falsified statements may result in dismissal. I understand that employment with the Employer is "at-will", which means that either the Heritage Coffee or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_