

Aurora Coffee Company, LLC
P.O. Box 210121
Anchorage, Alaska 99521

Job Application

Aurora Coffee Company, LLC is an equal opportunity employer who guarantees, pursuant to all applicable Federal and State laws, every applicant for employment and every employee the right to equal consideration without regard to race, color, religion, sex, age, marital status, or veteran status.

Position Applied For:	Date:
<hr/>	
Name: (Last, First, M.I.)	
<hr/>	
Present Street Address:	
<hr/>	
Present City, State & Zip Code:	
<hr/>	
Former Street Address:	
<hr/>	
Former City & State:	
<hr/>	
Home Number:	Cell Number:
<hr/>	
Other Contact Number:	Social Security Number:
<hr/>	

Are you over the age of 18?	yes / no
Do you have an Alaska Drivers License?	yes / no
Do you have your own transportation to and from work?	yes / no
Are you currently employed?	yes / no
If so, may we inquire of your present employer?	yes / no
Will Visa or Immigration Status prevent lawful employment?	yes / no
Have you been convicted of any crime? (Conviction will not necessarily bar you from employment with Aurora Coffee Company, LLC.)	yes / no
If so, what crime? _____	
Have you served in the Armed Forces?	yes / no
Branch: _____ Date In: _____ Date Out: _____	
What were your duties and what skills did you acquire? _____	
<hr/>	

Do you have any physical, mental, or medical impairments or disabilities which would limit your ability to perform job-related duties or which would be aggravated by such a job?	yes / no
<hr/>	

Wage Desired: _____

What qualifications, skills, knowledge, and abilities do you possess that warrant such a wage? _____

Date available: _____

Available for work: (circle) full time part time temporary weekend

How did you learn about this job? _____

Do you have a relatives or friends working at Aurora Coffee Company, LLC?

If so, what is their name(s)? _____

Availability Schedule

Please indicate the hours you are available to work for each day of the week between the hours of 6:00 am and 9:00 pm. It is your responsibility as an employee to keep us informed of any changes to your availability by completing a new Availability Schedule. Any changes need to be communicated within two weeks of start.

	MORNING	AFTERNOON	EVENING
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			



Education Record

Name of School	Location	Years Attended	Graduate?	G.P.A.	Degree Earned
High School: _____	_____	_____	_____	_____	_____
College: _____	_____	_____	_____	_____	_____
College: _____	_____	_____	_____	_____	_____
College: _____	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____

Are you presently taking any college, vocational, or educational courses? _____

If so, where, and what subjects? _____

Employment Record

Employer	Employment Dates	Salary	Position
Name: _____	From: _____	Starting: _____	Starting: _____
Address: _____	To: _____	Ending: _____	Ending: _____
Supervisor & Phone Number: _____	Reason for Leaving: _____	_____	_____
_____	_____	_____	_____

Employer	Employment Dates	Salary	Position
Name: _____	From: _____	Starting: _____	Starting: _____
Address: _____	To: _____	Ending: _____	Ending: _____
Supervisor & Phone Number: _____	Reason for Leaving: _____	_____	_____
_____	_____	_____	_____

Employer	Employment Dates	Salary	Position
Name: _____	From: _____	Starting: _____	Starting: _____
Address: _____	To: _____	Ending: _____	Ending: _____
Supervisor & Phone Number: _____	Reason for Leaving: _____	_____	_____
_____	_____	_____	_____

Experience and Skills

List the skills and experience from your background that qualify you for the position you are applying for. This can include classes, schools, and certificates as well as the equipment and/or software you have used.

Restaurant/Food Service: _____

Retail Sales: _____

Customer Service: _____

Office, Administration and/or Management: _____

Volunteer/Charity work and/or Hobbies: _____

I certify that the information given by me to Aurora Coffee Company, LLC is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information may result in immediate dismissal.

Signature: _____ **Date:** _____

Personal & Professional Goals

Your Goals are important to us. By knowing you and your needs better, Aurora Coffee Company, LLC can help you attain your goals as you can help us attain ours.

Answer the following questions in the space provided.

1. What are your basic goals 2 years from now?

2. What are your basic goals 5 years from now?

3. What are your goals 10 years from now?

4. How do you plan to achieve your career goals?

5. What are the most important rewards that you expect in your business career?

List three Personal References, complete with address and phone number.

Name:

Address:

Telephone Number:

How Acquainted:

Name:

Address:

Telephone Number:

How Acquainted:

Name:

Address:

Telephone Number:

How Acquainted:

Employment Statement

I certify the statement and information I have given is complete and true to the best of my knowledge, and I have withheld nothing.

I authorize previous employers and personal references to give any information regarding my employment record. I agree this company and my previous employer shall not be held liable in any respect if a job offer is not extended, is withdrawn, or my employment terminated because of false statements, omissions, or answers made by me in this application.

In compliance with the Immigration Reform and Control Act of 1986, I understand I must provide appropriate documentation verifying my right to work on the first day of employment.

If I am employed, I will comply with the rules and regulations set forth in the Aurora Coffee Company, LLC Employee Resource Guide. I will be responsible to update my personal copy of the Aurora Coffee Company, LLC Employee Resource Guide with any and all communications to employees in regards to changes in said rules and regulations.

I agree and understand that, if employed, my employment is for no definite period, and may, regardless of the date of payment of wages, be terminated for any reason and at any time without notice.

If employed, I further agree that if I lose, damage; or fail to return property; or purchase any merchandise, Aurora Coffee Company, LLC is authorized by me to deduct from my wages a sufficient amount to repay such purchases, loans, advances, or to replace it's property.

I hereby acknowledge that I have read and understand the above statements.

Signature

Date

Printed Name

Date