



For Official Use Only
 Date Received: _____, 20____
 Reviewed by: _____
 Comments: _____

EMPLOYMENT APPLICATION

Axum Coffee, LLC provides equal employment opportunity to all qualified persons, and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

- Please -**
- Complete all items on the application, even if the information is included on your resume or other document submitted by you.
 - Sign and date your application.
 - Specify the exact title of the position in which you are interested.
 - Type or print all requested information.
 - If necessary, attach additional 8 ½ “ x 11” sheets of paper to this application.
 - Submit your application to the manager on duty.

Position Applying For: _____

Personal Information		
1. Name (Last, First Middle)	3. Social Security # -- --	6. Driver's License (State/No.)
2. Address (Street)	4. Telephone Number () -	7. Alternate Telephone () -
Address (City, State, Zip Code)	5. Email Address	

General Information		
Are you legally eligible for work in the U.S.A.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(if yes, verification will be required)</i>
Have you ever applied to or worked for Axum Coffee, LLC before? If so, when?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any of your relatives currently working for Axum Coffee, LLC? If so, please list name and department, if applicable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony? If yes, please explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employment Request	
Minimum Salary Requested: \$	If applicable, are you available for overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the earliest date you can begin work?	
How did you hear about this position? <input type="checkbox"/> Recruiter <input type="checkbox"/> Internet Job Posting <input type="checkbox"/> Newspaper Classified <input type="checkbox"/> Company Website <input type="checkbox"/> Other _____	

Availability	
Please list your weekly availability:	
Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

