

STAFF/POTENTIAL STAFF TERMS:

If you are under 18, your parent's signature is required, in addition to yours, for all forms.

We usually do not seek temporary or seasonal staff. At least one year employment commitment required.

FORMS: Federal Withholding Form, Current State Issued ID & Social Security Card:

I understand that I must provide the 3 items above prior to receiving first paycheck. (initial _____)

EMPLOYEE NON-DISCLOSURE AGREEMENT:

If hired as an employee of Coffee Underground, I agree to not disclose or share any proprietary information belonging to Coffee Underground, including recipes, procedures, financial information, policies, personal information about other persons, and any other proprietary information. (full signature _____ date _____)

INITIAL 3-WEEK TRIAL PERIOD for you and us to evaluate & decide compatibility.

During trial, if I decide to not be employed, I agree to inform a mgr, in person-at least 24 hrs in advance (x_____)

SC IS AN EMPLOYMENT-AT-WILL STATE: Any CU form or agreement does not act as an employment contract.

We reserve the right to terminate any employee spontaneously and without notice (x_____)

I understand that disrespectful behavior to guests, coworkers or managers will result in termination. (x_____)

I understand that failure to work 2-wk written notice of intent to "quit" will result in min. wage pay for all unpaid hours (x_____)

SICK DAYS / DAYS NEEDED OFF:

I understand if I am unable to work a full or partial shift (**ANY REASON-sickness**), that I will find an appropriate substitute to cover the shift(s), and that I will get prior approval from Dana. (x_____)

I understand that "Emergency" means **1**-Auto wreck, **2**-SUDDEN Hospitalization of Self or Immediate Family Member, and that such emergency must be proven in writing. (x_____)

I agree to write requested days/hours off in request book for each request, even if a weekly, etc. type (x_____.)

I understand that other written requests in communication log or notes or verbal will not be considered (x_____.)

PROMPT/ READY FOR SHIFT(S): Tardy= More than 5 min. (exceptions-official emergency-see above)

1st Tardy--1 hr. minimum wage. (x_____) **4 Tardies within 30 days**--Termination (x_____)

I understand that Working in a service job is often physically demanding & stressful, and that I have disclosed any & all reasons that I would not be able to perform any physically- or emotionally-demanding tasks & duties.(x_____)

If I become unable to work most weekends, I understand that favorable hrs will be given to those who are able(x_____)

I agree if I leave my area (restrm, stockrm, etc), to tell coworker AND shift manager, and to return with haste. (x_____)

*****I agree to turn my cell to silent & that I will not check messages, text or talk or text while I am on the clock (x_____)**

EAGERNESS / ATTITUDE / WORK ETHIC:

I agree to strictly adhere to CU policies, even if I notice that someone else did not comply (x_____)

I understand that the policies are firm and not to be questioned (x_____)

I agree to immediately inform Mgr. if I notice a coworker performing poorly (x_____)

I understand that this is not considered "ratting," since it is crucial for the success of CU and my job (x_____)

I agree to always perform and make every decision / action to what is best for Coffee Underground (x_____)

Question: Do you think that this barrage of questions/agreements is un-necessary for employment consideration? _____

THANK YOU for your time while completing this employment application....Dana, Owner

CU Employment Application

(EQUAL OPPORTUNITY EMPLOYER)

At least one year employment commitment. Weekend & Evening availability is required.

Name (Last, First)		Telephone #--all available		Today's Date:
Present Address		City	State	Zip
Permanent Address		City	State	Zip
Position Desired:		Date you can start:	Wage / hour desired:	
Full- or Part-time? (circle choice)	# hours per week desired:	Currently employed?	May we inquire of your employer?	
Name & location of school last attended/attending:			Last grade / year completed:	
Are you currently a student?	Full- or Part-time Student?		Day / Night / Weekend Student: (circle)	
List your "ideal" weekly schedule if employed:				

Application will NOT be viewed to make schedule. You are required to write ALL days-off requests schedule book, 2 wks in advance.

Hobbies/special skills:

EMPLOYMENT HISTORY: (Begin with most recent): Application will be shredded if Supervisor name & valid phone # omitted!

Month and Year	Name and city of employer:	Phone +area	Contact Name:	Hourly Wage	Position	Reason for leaving:
From: To:						
From: To:						
From: To:						
From: To:						

1. Most available hours are: 5pm- 12+pm (Sun-Thurs) & until 1+ am (Fri & Sat). **Weekend work is required for duration of employment.**

If you have a day job or classes, pm hours will be a stress! Closing duties take 1 hr. or more past closing time! Are pm hours ok?

2. Three-week trial/probational/training period. Training wage for 3 weeks is minimum wage. Is this acceptable?

3. Have reliable transportation? _____ Able to arrive promptly? _____ Prepared for shift -(have eaten, rested, proper dress, 100% sober)? _____

4. List any outside activities that might conflict with this work schedule?

5. All positions require physical work (standing, stairs, lifting & carrying heavy pans & trays, mopping, etc.) Is this acceptable?

6. If hired, how long would you desire to work here? _____ ...to live in Greenville?

7. If hired, you are required to honor a non-disclosure agreement to protect our business information. Will you agree to this?

8. Will you agree to find sub workers for sick days, etc? _____and keep a list of staff phone #'s for this? _____

9. Will you agree to provide us with a 2-week written notice of change of schedule requests and termination notification?

10. If you fail to work shifts via "no show," you will receive minimum wage for all remaining unpaid hours. Understand?

11. Within last 5 yrs., were you convicted of any crime related to theft / robbery _____, assault _____, breach of trust _____ or harrassment _____

12. Are you willing to take a drug test **if CU deems necessary?** _____ A polygraph test? _____ Personality test? _____

13. We operate on a performance/skill-based wage and schedule throughout your employment.

If you exhibit poor performance or attitude, hourly wage or hours may be reduced until improvement. Do you understand this policy?

14. You will be required to **publicly represent CU in a professional & upstanding manner, whether on- or off-**

the-clock & whether on- or off- CU premises. Do you understand and agree to this policy? _____

.AUTHORIZATION: "I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. *** I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. *** I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by the president of this company."

Date: _____ Applicant Signature: _____ **Must be 18 Years Old.**

PRE-EMPLOYMENT SCREENING QUESTIONS

DATE: _____

NAME	Instructions: Answer questions 1-20, then only odd numbered questions until the end.		
1. List available times to work. _____			
2. Why do you want to work at Coffee Underground? _____			
3. What did you like most about your last job? _____ Least? _____			
4. Why did you leave your last job? _____			
5. During your last year of employment, how many times would you estimate that you were late to work? _____ Why? _____ How many days did you miss? _____ Why? _____			
6. During the last year of school you attended, estimate how many days you missed & why. _____ Late& why _____			
7. Did you play any sports? _____ What? _____ Clubs? _____ What? _____			
8. What was your main interest in school? _____ Grade point average. _____			
9. Are you a member of any clubs, orgs now? What? _____			
10. Describe the manager at your last job. _____			
11. Tell me one suggestion that you would give your last manager. _____			
12. The most significant contribution you made to your last employer? _____			
13. If you could evaluate your job performance at your last job, how would you rate yourself? _____ Did you get along with co-workers/team members? _____ Was there any person that you totally disliked? _____ Why? _____			
14. Describe three or more qualities of a "nightmare" co-worker: _____			
15. Describe in your opinion the worst boss/manager: _____ Best: _____			
16. In general, how do you handle conflicts? _____ Describe a specific conflict at your last job and how you handled it. _____			
17. List 3 of your best qualities: _____			
18. List 2 creative qualities you possess. _____			
19. Who does your laundry? _____ / Do you sort by color or throw it all in together? _____			
20. Circle the number appropriate for each thought: (1=some, 2=frequently, 3=very often)			
Observant 1 2 3	Wings it. 1 2 3	Loud 1 2 3	Quiet/Shy 1 2 3
Messy 1 2 3	Use Directions	Clean/Neat 1 2 3	By the Book 1 2 3
Artsy 1 2 3	when assembling? 1 2 3	Socially talkative 1 2 3	Takes Risks 1 2 3
21. Name one thing you would like to improve about yourself: _____			
22. Do you prefer detailed typed work instructions (like daily check sheets) or casual verbal work instructions? _____			
23. Describe your work style when your manager becomes absent: _____			
24. How would you handle an upset customer? _____			
25. How can we best reward you for a job well done? _____			
26. Describe your customer service philosophy: _____			
27. Describe the most stressful or hectic work situation you have experienced and how you got through the situation. _____ _____			
28. What is the most physically demanding work you've ever done. _____			
29. If you see a classmate overlooking steps in a science project, what do you do? _____			
30. Do you have siblings? _____ . What are their hobbies/interests? _____			