

TERMS FOR POTENTIAL HIREES:

Please initial each topic after reading completely :

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 minimum employment desired.

APPLICATION:

Potential staff must COMPLETE application with references and phone numbers to be considered. (initial_____)

EMPLOYEE NON-DISCLOSURE AGREEMENT:

If you are hired as, or promoted to, area manager, shift leader/mgr, assistant manager or area leader, you are bound to not disclose or share proprietary information belonging to Coffee Underground (sign_____date_____)

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

Each employee must fill out IRS withholding form & sign & date & before first paycheck. (initial_____)

Photocopies of current Driver's License AND original SS Card turned in before first paycheck issued. (initial_____)

INITIAL 3-WEEK TRIAL PERIOD:

Each person begins with a three-week trial period for you and us to evaluate compatibility. Management and peers will determine if trainee is compatible and willing to work with 110% effort. (initial_____)

TERMINATION OF EMPLOYMENT:

SC is an Employment-At-Will State. Any Coffee Underground form or agreement does not act as an employment contract. We do ask that you supply CU with a written minimum 2-week notification of your plans to terminate your employment at CU. Failure to do this, or not showing up for a scheduled shift without getting an approved substitution, will result in a penalty where current wage rate will decrease to minimum wage for the hours worked for the last pay period. (initial_____)

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

SICK DAYS / DAYS NEEDED OFF:

We require ALL employees who are unable to work a full or partial scheduled shift, FOR ANY REASON (even sickness), to find an appropriate substitute employee to cover the whole shift(s). (initial_____)

You are responsible for keeping an updated employee phone list (cell phone) to use if needed. (initial_____)

Dana must verbally approve any full or partial shift change/switch for each case (initial_____)

After approval, YOU must change written schedule to reflect exact changes (initial_____)

Failure to assume responsibility for your own scheduling, will result in a reduction of hours or termination (x_____)

Your class schedule, exams, vacations, etc: You must write the requested days/hours off in the request/events book for each day. Do not verbally tell manager or Dana. Verbal requests will NOT be honored. (initial_____)

PROMPT/ READY FOR SHIFT(S): Tardy= More than 5 min tardy without phone call. AND more than 10 min. late with or without phone call. (exceptions-proven life or death emergencies, proven auto emergencies)

Tardy 1st time--Verbal Warning. (initial_____)

Tardy 2nd time--Verbal Warning and Late Pay of \$6/hr. or min. wage for that entire shift. (initial_____)

3rd time/pay period--Formal Written Warning and Late Pay for that week--your wages minus \$1 per hour (not below min. wage) Employee is placed on probation.

Tardy 4th time within 30 day period--Termination (initial_____)

••Are you dependable & reliable? (x_____) **Will take your job seriously & consistently give 110% effort.** (x_____)

••Working in the customer service industry is often physically demanding and stressful at times. (x_____)

••Weekends are our busiest times, therefore if you are unable or become unable to commit to most weekends, we will give favorable hours to those who are available at these times. (x_____)

••Make yourself aware of the hours and job descriptions before applying and/or accepting a job from CU. (x_____)

Employment Application (EQUAL OPPORTUNITY) (include references & ALL phone #s)

Please fill this form out **COMPLETELY** in order for us to consider you for employment.

Name (Last, First)		Social Security Number		Telephone #:	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)	No. of hours / wk. 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 when we make schedule. You are required to write ALL days-off requests in proper schedule book, 2 wks in advance.

Special interests/hobbies/special training skills:

EMPLOYMENT HISTORY: (Begin with most recent): Supervisor contact name & valid phone # required. **Must complete.**

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:						

- Most available hours are: 5pm- 12+pm (Sun-Thurs) & until 1:00+am (Fri & Sat). **Weekend work is required for duration of employment.**
If you have a morning job or classes, consider this strongly. Are the evening hours available / acceptable to your needs?
 - Three-week trial/probational/training period. Training wage for the 3 weeks is \$ 6.00 per hour. Is this acceptable?
 - Have reliable transportation? _____ Able to arrive promptly? _____ Prepared for shift -(have eaten, rested, proper dress, 100% sober)? _____
 - List any outside activities that might conflict with this work schedule?
 - All positions require physical work (standing, lifting dishes, carrying trays of food, mopping, etc.) Is this acceptable?
 - If hired, how long would you desire to work here? _____ ...to live in Greenville?
 - If hired, we will ask you 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 to keep a list of available employees for this?
 - Will you agree to provide us with a 2-week written notice of change of schedule requests and termination notification?
 - If you fail to work scheduled shifts via "no show," you will only receive minimum wage for all hours during the 2-week pay period due on your last paycheck. Do you understand this policy and agree to the terms of this one item?
 - Within the last 5 yrs., were you convicted of any crime related to theft / robbery _____, assault _____, breach of trust _____ or harrassment _____
 - Are you willing to take a drug test **if CU deems necessary?** _____ A polygraph test?
 - 13. We operate on a performance-based wage and schedule throughout your employment.** If you exhibit poor performance or attitude, you may be paid lower wage, or hours may be reduced until improvement. Do you understand this policy? _____
 - If hired, you are 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.**