

NAME _____



EMPLOYMENT APPLICATION

- Join the Steepery and Tea Garden family!
- Fun atmosphere • Diverse clientele • Competitive wages •
 - Friendly work environment • Pride • Teamwork •



Please check the location(s) you are applying for:

WOODBURY: 783 Radio Drive, Suite 100A • Woodbury, MN 55125

Personal	Name _____				Home Phone _____					
	Address _____ (First) _____ (Middle) _____ (Last)				Cell Phone _____					
	_____ (Street)		_____ (City)		_____ (State)		E-Mail _____			
	Age _____	Birthdate _____ - _____ - _____		<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Single	<input type="checkbox"/> Married			
	Do you have the legal right to remain and work in the United States: _____					<input type="checkbox"/> Yes	<input type="checkbox"/> No			
	(Authorization for Employment and Proof of Identity required upon employment)									
	What prompted you to apply for work here? (check all that applies)					<input type="checkbox"/> I'm a customer				
	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Employee Referral/Name _____			<input type="checkbox"/> Live in neighborhood					
	PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:									
	Name _____		Home Phone () _____		Work Phone () _____					
	Address _____									
	Do you smoke cigarettes? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you have back conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	Have you ever been convicted of a felony? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain _____									
	(Conviction will not necessarily disqualify an applicant from employment)									
Availability For Work	WHAT HOURS ARE YOU AVAILABLE FOR WORK? FROM _____ TO _____									
		SUNDAY	MON- DAY	TUES- DAY	WEDNES- DAY	THURS- DAY	FRI- DAY			
		SATUR- DAY								
	Please be specific regarding times									
	Type of Schedule Desired _____ Part Time _____ Full Time			Number of hours per week _____						
	Wages Expected \$ _____ /hr How soon after accepting an offer would you be able to start working? _____									
	While employed here, do you plan to _____			Can you commit to at least 6 months of working here? _____						
	<input type="checkbox"/> work elsewhere?	<input type="checkbox"/> attend school?					If no, reason: _____			
	How do you see your availability changing in the next 3 months? _____									
	6 months? _____			1 year? _____						
Education		Name and location of school		Dates attended From To		Circle Highest Year Completed		Major and Minor Fields of Study		Degree(s) or Diploma
	High School	_____				9 10 11 12		_____		
	Technical/Vocational School	_____				1 2 3 4		_____		
	College/University	_____				1 2 3 4		_____		

Work Experience

Employer (most recent)	Phone	From(Month/Yr)	To(Month/Yr)
Address		Position	
Responsibilities		Supervisor's Name	
		Starting Salary/Wages	
Reason for leaving	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Salary/Wages	

Employer	Phone	From(Month/Yr)	To(Month/Yr)
Address		Position	
Responsibilities		Supervisor's Name	
		Starting Salary/Wages	
Reason for leaving	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Salary/Wages	

Employer	Phone	From(Month/Yr)	To(Month/Yr)
Address		Position	
Responsibilities		Supervisor's Name	
		Starting Salary/Wages	
Reason for leaving	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Salary/Wages	

Getting To Know You

Why do you want to work at Steepery Tea Bar?

List 3 qualities you possess and why they would make you a good barista:

1. _____

2. _____

3. _____

Describe one accomplishment (not necessarily work-related) that you are proud of:

Briefly describe your short term goals (next 1-2 years) and your long term goals (2+ years):

What do you do when you're not working? List some of your main hobbies and interests:

Under the guidelines of federal law, if hired, you are required to furnish documentation to show proof of identity and legal authorization to work in the United States. If hired, **before you can start work** you will need to submit a copy of your social security card* (authorization to work) **and** a copy of **one** of the following documents verifying proof of identity:

- Driver's license or state issued I.D. card
- School I.D. card with photo
- I.D. card issued by Federal, State or local government containing a photo
- Unexpired foreign passport with employment authorization
- Current I.N.S. forms with employment authorization stamp (list A, I-9 form)

**In place of a Social Security Card, an original or certified copy of a U.S. birth certificate can also be used*

The undersigned confirm that all information above are accurate and that, if hired,

- **The first month will be a Trial Period**, after which time, Management can decide to not retain the undersigned due to reason of incompatibility, without any legal recourse to The Tea Garden, Steepery Tea Holdings LLC, or any of its subsidiaries and affiliates.
- **Training/orientation sessions are required and are non-payable (min. 4 hours, max. 8 hours)**
- You will be required to sign a Confidentiality and Non-Disclosure Agreement

Signature _____

Date _____

FOR OFFICE USE ONLY

Interviewed - Date _____

Not Hired

Hire date _____

Rate Offered \$ _____ /hr

Social Security # _____ - _____ - _____

Claiming _____