



EMPLOYMENT APPLICATION

Please complete the entire application.

Employer Information:

Employer: Morning Moose Coffee, LLC

Address: 467 Main Street

City/State/Zip: Richmond, Maine, 04357

Telephone: (207) 620 2479

It is the policy of Morning Moose Coffee, LLC to provide equal employment opportunities to all applicants and employees without regard to any legally protected stats such as race, color, religion, gender, national origin, age, disability or veteran status.

Applicant Information:

Full Name: _____

Home Address: _____

City/State/Zip: _____

Number of years at this address: _____

Daytime phone: _____ Evening phone: _____

Mobile phone: _____ Driver's License #: _____

Emergency Contact:

Who should be contacted if you are involved in an emergency?

Contact: _____

Name: _____

Relationship to you: _____

Address: _____

City/State/Zip: _____

Daytime phone: _____ Evening phone: _____

Job Position Applied For: _____

Salary Desired: \$_____ per _____

1. How did you hear about Morning Moose?

2. Have you applied to our company previously? _____ Yes _____ No

If Yes, When? _____

3. Are you at least 18 years old? _____ Yes _____ No

4. Please check mark all availability:

Day	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

5. If you are offered employment, when would you be available to begin work? _____

6. If hired, are you able to submit proof that you are legally eligible for employment in the United States? _____ Yes _____ No

7. Are you able to perform the essential functions of the job position you seek

8. without reasonable accommodation? _____ Yes _____ No

What reasonable accommodation, if any, would you request?

Applicant's Skills:

Circle the number which corresponds to your ability for each particular skill. One represents poor ability, while five represents exceptional ability.

Criteria	Poor	Below Average	Average	Above Average	Exceptional
Hospitality	1	2	3	4	5
Customer Service Oriented <small>Employees should be an advocate for the customer and anticipate customer's needs</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kindness <small>The positivity coming from kind employees is an important part of a great work environment</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optimism <small>Skeptical and pessimistic employees don't help a company thrive.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Curiosity <small>Constantly looking at every day as an opportunity to learn something you didn't know before</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic <small>Having employees who are not only skilled but also eager to put time and effort into what they do can make all the difference.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empathy <small>An empathetic employee cares how he or she makes others feel. Whether with a customer or with fellow employees, being able to resonate and connect with others is a powerful skill.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Awareness <small>Employees who are self aware may be having a stormy day but they're able to put it behind them when they're at work and don't take it out on their coworkers or your customers.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity <small>Integrity is "the emotional skill of having the judgment to do the right thing, even when no one is looking, and even when it's not in your self-interest."</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skill <small>Employees should communicate effectively and efficiently. This includes both what you say and how you say it (tone and volume are essential)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work under pressure <small>An employee who works well under pressure can maintain composure, quality of customer service and quality of product even in the most stressful situations.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	1	2	3	4	5
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work on Deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to take more responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open to feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical performance (For the position for which you're applying)	1	2	3	4	5
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality/Consistency of product produced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/Zip: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____ to _____

May we contact this employer for a reference? Yes No

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/Zip: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____ to _____

May we contact this employer for a reference? Yes No

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/Zip: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____ to _____

May we contact this employer for a reference? Yes No

Applicant's Education and Training

College/University Name and Address

Did you receive a degree? ____ Yes ____ No

If yes, degree(s) received: _____

If no, anticipated graduation date: _____

High School/GED Name and Address

Did you receive a degree? ____ Yes ____ No

If no, anticipated graduation date: _____

Other Training (Graduate, Technical, Vocational, Online, Etc.)

Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements:

Military Service: ____ Yes ____ No

Branch: _____

Specialized Training: _____

References:

List any two non-relatives who would be willing to provide a reference for you.

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Relationship: _____

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Relationship: _____

Please provide any other information that you believe should be considered, including whether you are bound by an agreement with any current employer.

Certification

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Morning Moose Coffee, LLC to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my character, previous employment and education.

I HAVE CAREFULLY READ THE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE