



Pontiac Coffee House, LLC Employment Application

Date: _____

Name: _____ Social Security No. _____ - _____ - _____
Last First Middle

Address: _____ Home Phone: _____
Street City, State, Zip

Is there another number where you can be reached, or a message left? _____

Position Applied For: _____ Date Available to start work: _____

If hired by *The Pontiac*, I would like to work: Full-time _____ Part-time _____ Temporary _____

I AM AVAILABLE TO WORK THE FOLLWING HOURS:

	MON	TUE	WED	THURS	FRI	SAT
FROM (START TIME)						
TO (END TIME)						

Are you legally entitled to work in the United States? _____

If hired, can you provide documentation of this eligibility? _____

Have you ever been convicted of, found guilty of, plead guilty to, or admitted guilt of a crime? Yes _____ No _____

If yes, please describe in full: _____

- Answer No for annulled, expunged or sealed records, and any youth offender and minor traffic offenses.
- DO NOT disclose convictions which occurred more than 7 years ago.
- The existence of a criminal record will not automatically disqualify you for the job for which you are applying, but will be considered as part of an overall evaluation of your qualifications.

Are you 18 years of age or older? _____ If not, state your age: _____.

Do you have any friends or relatives employed by PCH? _____ If yes, give names: _____

We conduct pre-employment drug screening for some positions. Are you willing to submit to a drug test? _____

Educational Background	School Name and Location	Major	List Diploma or Degree
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High School (last attended) _____

College/Technical (last attended) _____

Graduate School _____

Employment History – First list all current employment, then list all previous employment.

Company Name and Address	From Mo./Yr.	To Mo./Yr.	Position Title Supervisor's Name	Starting Wage	Ending Wage	Reason for Leaving
1.						
2.						
3.						

Please explain all periods of unemployment:

From ____/____ to ____/____ Reason: _____

From ____/____ to ____/____ Reason: _____

Did you ever serve in the Armed Forces? _____ From _____ To _____ Branch: _____

Please state briefly why you are applying for this position. _____

What personal characteristics do you feel you possess that will be an asset to the position for which you are applying?

Please list special skills, hobbies or interests: _____

Employee's Agreement: I am aware that a consumer report and/or an Investigative consumer report may be requested in connection with my application for employment. If such a report is requested, and in response to a written request from me, you will inform me of the name and address of the consumer reporting agency which furnished the report.

I certify that the information I have provided is true and that I have not knowingly withheld any fact that would affect my application. Any misrepresentation, falsification or willful omission in any detail shall be sufficient reason for refusal of employment or dismissal after employment regardless of time. If employed by *The Pontiac*, I agree to conform to the rules of *The Pontiac* and I agree and understand that my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either PCH or myself. I understand that no executive other than a Member-Manager has any authority to enter into any employment agreement for any specified period of time.

Signature _____

How did you hear about Pontiac Coffee House, LLC? Relative or Friend _____ Newspaper Ad _____ Other _____

NOTE: *The Pontiac* will keep this application on file for 30 days. After 30 days, a new application can be submitted for consideration. Thank you very much for your interest in employment at *The Pontiac*!