



# OLD CITY COFFEE

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## Application for Employment Old City Coffee, Inc.

### Personal Information

Please give the requested information in the spaces provided.

Name:	Date:
Present Address:	Phone:
Permanent Address (if different from above):	Email:
What position are you applying for?	How did you hear about this position?
Have you ever been employed by Old City Coffee before today? If yes, what were your dates of employment (mm/yy)?	Are you seeking full-time, part-time, or another form of employment?
Can you lift 40 lbs.?	Do you love coffee and tea?

### Schedule

Mark your availability on this weekly calendar with an "X" when you are not free. Leave times that you are free blank.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 – 7:00 am							
7:00 – 8:00 am							
8:00 – 9:00 am							
9:00 – 10:00 am							
10:00 – 11:00 am							
11:00 am – 12:00 pm							
12:00 – 1:00 pm							
1:00 – 2:00 pm							
2:00 – 3:00 pm							
3:00 – 4:00 pm							
4:00 – 5:00 pm							
5:00 – 6:00 pm							
6:00 – 7:00 pm							
7:00 – 8:00 pm							

## Work History

The section below must be completed. List all work experience within the past ten years. Include military service or any periods of unemployment. Begin with your most recent position and work backward. If you were self-employed or unemployed, list the name, address, and telephone number of a reference (not a relative) we may contact to verify or confirm the information you provide.

<b>1</b>	From (mm-yy)	Company Name	Location		Phone Number
					( )
	To (mm-yy)	Job Title/Position	Supervisor Name	Reason for leaving	
	Description of duties:			Ending annual pay:	
			Starting annual pay:		
			Other compensation:		
<b>2</b>	From (mm-yy)	Company Name	Location		Phone Number
					( )
	To (mm-yy)	Job Title/Position	Supervisor Name	Reason for leaving	
	Description of duties:			Ending annual pay:	
			Starting annual pay:		
			Other compensation:		
<b>3</b>	From (mm-yy)	Company Name	Location		Phone Number
					( )
	To (mm-yy)	Job Title/Position	Supervisor Name	Reason for leaving	
	Description of duties:			Ending annual pay:	
			Starting annual pay:		
			Other compensation:		

## Education

Please provide the requested information in the space provided.

	School Name and Address	Diploma, Degree, and Major	Did you graduate?	GPA
High School				
College/University				
Graduate School				
Technical, trade, or other educational pursuits				

## Languages

Specify your foreign language proficiency.

Language: _____	Language: _____	Language: _____
Yes    No	Yes    No	Yes    No
Fluent? _____	Fluent? _____	Fluent? _____
Read? _____	Read? _____	Read? _____
Write? _____	Write? _____	Write? _____
Speak? _____	Speak? _____	Speak? _____

## References

List three individuals as business references who have knowledge of your occupational skills and background. Include at least one current or former direct manager or supervisor.

1	Name: _____	Address: _____			
	Occupation	Relationship	Phone number (    ) -	E-mail	Years known
2	Name: _____	Address: _____			
	Occupation	Relationship	Phone number (    ) -	E-mail	Years known
3	Name: _____	Address: _____			
	Occupation	Relationship	Phone number (    ) -	E-mail	Years known

## Work Authorization

Do you have authorization to work in the U.S.?  Yes  No

If yes, will you now or in the future require sponsorship for work authorization?  Yes  No

If you are under 18 years of age, can you provide required proof of eligibility to work?  Yes  No

## Obligation to Current/Prior Employers

Do you currently work under any agreement, such as a non-compete agreement, which would restrict your employment with Old City Coffee?  Yes  No

**NOTICE TO ALL APPLICANTS: CERTIFICATION, CONSENT, RELEASE**  
*Please read the information below carefully before signing this Application for Employment.*

I certify that all information provided by me in this Application for Employment and all representations contained on any resume submitted in connection with an Application for Employment with Old City Coffee are accurate in all respects and that I have disclosed all responsive information. I understand that any false statement or omission of information on an Application for Employment or on a resume that I have submitted may result in the decision not to hire me or, if I am already hired, to discharge me.

I authorize the agents of Old City Coffee to verify with other persons, including my current and prior employers, all information and statements contained in this Application for Employment and in any resume I have submitted in connection with my Application. I also authorize Old City Coffee to obtain a report on my credit and to conduct a criminal background check. I release Old City Coffee and their agents and all persons and organizations supplying such information from any liability incurred in connection with gathering or supplying such information.

I understand that employment with Old City Coffee might be contingent upon my satisfactorily completion of a pre-employment drug test and upon my providing proof of eligibility for employment in this country. I further understand and agree that any offer of employment will be on an employment-at-will basis. As such, both the company and I will have the right to terminate my employment at any time and for any reason.

Should I become an employee of Old City Coffee, I agree that, unless I first secure the written consent of Old City Coffee that I will not disclose, use or disseminate any confidential information to which I have access to as an employee of Old City Coffee at any time. I understand that confidential information includes any information disclosed to me or known by me as a result of employment by Old City Coffee not generally known to the trade or industry in which the company at issue is engaged, about products, processes, technologies, customers, clients, employees, services and strategies of the company, including, but not limited to purchasing, finance, computer software, computer hardware, automated systems, e-business, marketing, selling, sales volumes or strategies, name or significance of the company's customers or clients or their employees or representatives, preferences, needs or requirements, purchasing histories, or other customer or client-specific information.

I have read and understand everything outlined in this Application for Employment, as attested by my signature below.

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Applicant's signature

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Date

Old City Coffee, Inc.  
221 Church Street  
Philadelphia PA 19106

information@oldcitycoffee.com

Old City Coffee at The Reading Terminal Market  
1136 Arch Street  
Philadelphia, PA 19107

www.oldcitycoffee.com