



Today's Date _____

Longfellow's Coffee is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical or sensory disability, sexual orientation or any other basis prohibited by federal or state law.

NOTE: Some of the questions asked on this form may not be applicable to your specific personal information or employment background. If you encounter such questions, simply answer with an "N/A" indicating non-applicable. Please answer all questions and use the N/A designation when necessary.

PERSONAL INFORMATION *(Please print)*

Last name First name Middle name Social Security

Other names you are known by: _____ Are you younger than 18 years of age? Yes No
(Longfellow's Coffee is required to comply with federal, state and local law.)

Are you legally eligible for employment in the U.S.? Yes No
(Proof of U.S. Citizenship or immigration status is required if you are hired.)

Have you been convicted of a felony in the last seven (7) years? Yes No
*If yes, on a separate sheet of paper, list convictions and dates that are a matter of public record. (Arrests are not convictions.)
A conviction will not necessarily disqualify you for employment.*

Present Address Street City State Zip Code

Permanent Address Street City State Zip Code

Daytime Phone Evening Phone E-mail Address

Referred by: _____

HOURLY EMPLOYMENT DESIRED

(Please keep in mind that the availability of hours may vary.)

Position Location Salary desired Date you can start

Specify hours you are available for each day of the week (e.g., 8AM-4PM):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Are you able to work overtime? Yes No

Are there days and/or hours when you cannot work? _____

■ EDUCATION

Name/address of school	Circle last year completed	Did you graduate?	Subjects studied and degrees received
High School	1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College	1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Post college	1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trade, Business, or Correspondence School	1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	

■ List skills relevant to the position for which you are applying:

■ WORK EXPERIENCE

Have you ever worked for a specialty retail coffee company? Yes No

If yes, what company? _____ When? _____ In what capacity? _____

Please describe your experience: _____

■ What do you like about coffee?

■ What do you like about the prospect of being a retail specialty coffee service operator?

■ Why would you like to work for Longfellow's Coffee?

■ Describe a specific situation where you have provided excellent customer service, especially if it was provided by you in your last employment position. Was it effective?

■ CURRENT AND FORMER EMPLOYEERS

List below current and/or former employers, starting with the most recent first. Please include any non-paid volunteer experience.

■ **1 CURRENT EMPLOYER.** If currently unemployed, skip to Section 2.

Date Employed	Employer (Name, address of employer – type of business)		
Salary or hourly	Starting Wage	Ending Wage	Average # hours per week
Position	Reason for leaving	Duties performed	
Supervisor's name	Phone number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	

■ 2 FORMER EMPLOYER

Date Employed	Employer (Name, address of employer – type of business)		
Salary or hourly	Starting Wage	Ending Wage	Average # hours per week
Position	Reason for leaving	Duties performed	
Supervisor's name	Phone number		

■ 3 FORMER EMPLOYER

Date Employed	Employer (Name, address of employer – type of business)		
Salary or hourly	Starting Wage	Ending Wage	Average # hours per week
Position	Reason for leaving	Duties performed	
Supervisor's name	Phone number		

■ 4 FORMER EMPLOYER

Date Employed	Employer (Name, address of employer – type of business)		
Salary or hourly	Starting Wage	Ending Wage	Average # hours per week
Position	Reason for leaving	Duties performed	
Supervisor's name	Phone number		

■ REFERENCES

Below, give the names of three (3) professional references you have known for at least one year

Name	Address & Phone No.	Years Acquainted.	How do you know this person?
Name	Address & Phone No.	Years Acquainted.	How do you know this person?
Name	Address & Phone No.	Years Acquainted.	How do you know this person?

I hereby authorize Rembrandts Coffee (Kinnelon, NJ), LLC, hereafter referred to as "Longfellow's Coffee," to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable) and previous employers and organizations contacted by Longfellow's Coffee to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers and organizations of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in the rejection of this application, or if hired, the possibility of my being fired for having committed these offences. I understand that I may be required to sign a confidentiality and/or non-compete agreement should I become an employee of Longfellow's Coffee. I understand that prior to and subsequent to being hired by Longfellow's Coffee that I might be asked to take a drug test and that my failure to pass this drug test may result in my not being hired or in my dismissal. I understand that nothing contained in this application or conveyed during any interview, which may be granted, is intended to create an employment contract. I understand that my filling out this form does not indicate there is a position open and does not obligate Longfellow's Coffee to hire me. **I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or by Longfellow's Coffee without prior notice or for any reason.**

■ SIGNATURE: _____ DATE: _____

Mail, fax or e-mail this application form (and your resume if you care to provide it) to:

Longfellow's Coffee, 3306 Knight Street, Oceanside, New York 11572 **Telephone:** 845.548.9296 **Fax:** 516.536.8123

E-mail: hrdept@longfellowscoffee.com. *You will be notified that your application has been received.*