



EMPLOYMENT APPLICATION
Please print clearly.

PERSONAL INFORMATION

Date: _____

Name: _____
 Last First Middle

Present Address: _____
 Street City State Zip

Permanent Address: _____
 Street City State Zip

Telephone #: () _____ E-mail Address: _____

Pager: () _____ Cell Phone: () _____

EMPLOYMENT DESIRED

Position: _____ Office/Store Location: _____

Date Available: _____ Desired Wage: _____

Full Time Part Time

AVAILABILITY

Store Hours: M-Th 5:30am – 9:30pm; Fri-Sat 5:30am – 10:30pm; Sun 6:00am – 8:00pm							
Enter Days/Times Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
If Flexible In Schedule Above, Circle Preference (store employees only)	Opening		Mid-Shift			Closing	
Important Note: Any preference indicated does not imply that schedule is available							

Have you ever been previously employed with Java Detour? **Yes / No**

Dates of any previous employment with Java Detour:

From: _____ To: _____ Location: _____

Have you ever applied for a position at Java Detour before? **Yes / No**

Position applied for: _____ Office Location: _____

Do you have any relatives who work for Java Detour? **Yes / No**



If yes, name of person & relationship to you: _____

Do you possess a valid California Driver's License? **Yes / No**

How did you first learn about this position? _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? **Yes / No**

If no, describe the functions that cannot be performed _____

(Note: We comply with the ADA and California Fair Employment and Housing Act and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? **Yes / No**
(Convictions for marijuana-related offenses that are more than two years old need not be listed)

If yes, state the nature of the charge, the court and county, the date of the conviction, and the disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances, and the relevance of the offense to the position (s) applied for may however, be considered.)

Computer Skills (Please circle those that you are proficient in) Word Excel PowerPoint Outlook
 Point of Sale (please specify): _____
 Other: _____

Can you, after offer of employment, submit verification of your legal right to work in the United States? **Yes / No**

Are you able to meet the attendance requirements of the position? **Yes / No**

EDUCATION

Please print clearly

(Include Trade/Business Correspondence School)

Circle Highest Grade Completed	Graduate	Name of School & Location (City, State)	Major/Minor	Degree Earned
High School 9 10 11 12	yes / no			
College or University 1 2 3 4	yes / no			
Other Training				

SPECIAL SKILLS AND/OR CERTIFICATIONS

Type of Skill/Certification	Description



FORMER EMPLOYMENT

List your most recent employment first. Use additional paper if necessary.

Employer Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Immediate Supervisor & Title _____ Phone _____

Your Job Title _____ Dates Employed _____ to _____

Responsibilities _____

Reason for Leaving _____ Salary _____

May we contact this company for references? **Yes / No**

Employer Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Immediate Supervisor & Title _____ Phone _____

Your Job Title _____ Dates Employed _____ to _____

Responsibilities _____

Reason for Leaving _____ Salary _____

May we contact this company for references? **Yes / No**

Employer Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Immediate Supervisor & Title _____ Phone _____

Your Job Title _____ Dates Employed _____ to _____

Responsibilities _____

Reason for Leaving _____ Salary _____

May we contact this company for references? **Yes / No**

I understand and agree that if Java Detour employs me, I will abide by its rules and regulations, including those set forth in the Java Detour Employee Handbook as may be amended from time to time.

_____ (Initial)

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Java Detour. In addition, I understand and agree that if I am employed, my employment is at-will and for no definite and determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Java Detour and that no promises or representations contrary to the foregoing are binding on Java Detour unless made in writing and signed by me and the designated representative at Java Detour.

_____ (Initial)

I hereby certify that all information contained in the application, and the resume I have submitted to Java Detour, if any, is true and correct, and I authorize Java Detour to contact any of my schools, former employers or other references, unless otherwise stated. I understand that if I am employed, any omission or misrepresentation of the facts stated or implied in this application or my resume is grounds for immediate termination. This determination is solely at Java Detour's discretion.

_____ (Initial)

Applicant Signature _____ **Date** _____

It is Java Detour' policy to fill every position without regard to actual or perceived race, color, pregnancy, citizenship, religion, national origin, ancestry, sex, sexual orientation, gender identity, age, military/veteran status, marital status, medical condition, physical or mental disability or any other characteristic protected by federal, state or local law. Java Detour is an equal opportunity employer and selects employees on the basis of qualifications and their fit with the stated expectations of the position.



Release for Reference Information

THREE PROFESSIONAL REFERENCES MUST BE OBTAINED.

Applicant Name _____ Date _____

I hereby authorize the references listed below to provide Java Detour any and all information concerning my previous employment and any pertinent information they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Java Detour as well as from the use or disclosure of such information by Java Detour or any of its agents, employees, or representatives.

Signature _____ Date: _____

References must be the names of individuals from previous employers that are directly familiar with your work. Ideally these individuals should be at a supervisory level or above.

Name of Reference: _____ Phone Number: _____

Company Name and Address: _____

Relationship: _____

Name of Reference: _____ Phone Number: _____

Company Name and Address: _____

Relationship: _____

Name of Reference: _____ Phone Number: _____

Company Name and Address: _____

Relationship: _____

Name of Reference: _____ Phone Number: _____

Company Name and Address: _____

Relationship: _____
