

APPLICATION FOR EMPLOYMENT

Aroma Espresso Bar is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, colour, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or provincial law.

Please complete entire application to ensure processing.

PERSONAL INFORMATION (Please print)					
Name:		Last	First	Middle	Date (M/D/Y)
Are you 16 years of age or older? (proof of age may be required)		Have you ever been convicted of a criminal offense for which a pardon has not been granted?		Are you legally able to work in Canada?	
Yes No		Yes No		Yes No	
Present Address		Street	City	Province	Postal Code
Permanent Address		Street	City	Province	Postal Code
Phone Number		Daytime	Evening	Referred By	

EMPLOYMENT DESIRED (if you are applying for a retail hourly position, keep in mind that the availability of hours may vary.)							
Position		Location/Department			Salary Desired		Date you can start
Specify hours available each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Start: End:	Start: End:	Start: End:	Start: End:	Start: End:	Start: End:	Start: End:
Are you able to work overtime? _____							
Have you ever worked for Aroma Espresso Bar? _____ If yes, when? _____ Which store/department? _____							

EDUCATION								
Name and Address of School		Circle Last Year Completed				Did you Graduate?		Subjects Studied and Degrees/Diplomas Received
		1	2	3	4	Y	N	
High School								
Post Secondary		1	2	3	4	Y	N	
Post Secondary								
Post Secondary		1	2	3	4	Y	N	

List skills relevant to the position applied for _____

Skills For Office/Administrative positions only Typing WPM _____ 10-Key: Yes No

Computer Proficiency: Word for Windows Excel Others: _____

Have you ever visited an Aroma Espresso Bar location? Where? Describe your experience.

Why would you like to work for Aroma Espresso Bar?

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was it effective?



FORMER EMPLOYERS List below current and last three employers, starting with the most recent one first. Please include any non-paid/volunteer experience which is related to the job for which are applying.

From	Current Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason For Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed				
Supervisor's Name		Phone Number	May we contact?	
From	Previous Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason For Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed				
Supervisor's Name		Phone Number	May we contact?	
From	Previous Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason For Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed				
Supervisor's Name		Phone Number	May we contact?	
From	Previous Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason For Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed				
Supervisor's Name		Phone Number	May we contact?	

REFERENCES Please provide the names of three professional references, whom you have known at least one year.

Name	Address & Phone Number	Business	Years Acquainted?
1.			
2.			
3.			

I hereby authorize Aroma Espresso Bar 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 organization contacted by Aroma Espresso Bar to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Aroma Espresso Bar. 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 filling out this form does not indicate there is a position open and does not obligate Aroma Espresso Bar to hire me. I authorize Aroma Espresso Bar to share my resume and application with neighbouring Aroma Espresso Bar locations and/or corporate office that have employment opportunities. I also understand that if employed by Aroma Espresso Bar, I may be required to provide satisfactory proof of identity and legal work authorization. Failure to submit such proof may result in immediate termination of employment. I have read and fully understand this Aroma Espresso Bar application, and I seek employment under these conditions.

Date _____ Signature _____