

NAME _____



**EMPLOYMENT
APPLICATION**

Join The Tea Garden Family!

- Fun atmosphere • Diverse clientele • Competitive wages •
- Friendly work environment • Pride • Teamwork •

Please check the location(s) you are applying for:

- UPTOWN: 2601 hennepin avenue so • minneapolis, mn 55408
- ST. PAUL: 1692 grand avenue • st. paul, mn 55105
- U of M: 825 washington ave s.e. • minneapolis, mn 55414
- ST. PAUL SKYWAY: US Bank Center • st. paul, mn 55101
- MALL OF AMERICA: 60 e broadway, N392 • bloomington, mn 55425

Personal	Name _____				Home Phone _____	
	Address (First) _____ (Middle) _____ (Last) _____			Cell Phone _____		
	(Street) _____ (City) _____ (State) _____ (Zip) _____				E-Mail _____	
	Age _____ Birthdate _____ - _____ - _____		<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Single <input type="checkbox"/> Married	
	Do you have the legal right to remain and work in the United States: <input type="checkbox"/> Yes <input type="checkbox"/> No (Authorization for Employment and Proof of Identity required upon employment)					
	What prompted you to apply for work here? (check all that applies) <input type="checkbox"/> I'm a customer <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Employee Referral/Name _____ <input type="checkbox"/> Live in neighborhood					
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY: Name _____ Home Phone () _____ Work Phone () _____ Address _____						
Do you smoke cigarettes? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have back conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of a felony? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain _____ _____ (Conviction will not necessarily disqualify an applicant from employment)						

Availability For Work	WHAT HOURS ARE YOU AVAILABLE FOR WORK? Please be specific regarding times							
	FROM	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	TO	_____	_____	_____	_____	_____	_____	_____
	Type of Schedule Desired _____ Part Time _____ Full Time Number of hours per week _____							
Wages Expected \$ _____ /hr How soon after accepting an offer would you be able to start working? _____								
While employed here, do you plan to _____ Can you commit to at least 6 months of working here? _____ <input type="checkbox"/> work elsewhere? <input type="checkbox"/> attend school? If no, reason: _____								
How do you see your availability changing in the next 3 months? _____ 6 months? _____ 1 year? _____								

Education		Name and location of school	Dates attended	Circle Highest Year Completed	Major and Minor Fields of Study	Degree(s) or Diploma
	High School	-----	From To	9 10 11 12	-----	
	Technical/Vocational School	-----		1 2 3 4	-----	
	College/University	-----		1 2 3 4	-----	
List any student group or organization(s) you belong to: _____ _____ _____						

Work Experience

Employer (most recent)	Phone	From(Month/Yr)	To(Month/Yr)
Address		Position	
Responsibilities		Supervisor's Name	
		Starting Salary/Wages	
Reason for leaving	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Salary/Wages	

Employer	Phone	From(Month/Yr)	To(Month/Yr)
Address		Position	
Responsibilities		Supervisor's Name	
		Starting Salary/Wages	
Reason for leaving	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Salary/Wages	

Employer	Phone	From(Month/Yr)	To(Month/Yr)
Address		Position	
Responsibilities		Supervisor's Name	
		Starting Salary/Wages	
Reason for leaving	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Salary/Wages	

Getting To Know You

Why do you want to work at The Tea Garden?

List 3 qualities you possess and why they would make you a good barista:

1. _____

2. _____

3. _____

Describe one accomplishment (not necessarily work-related) that you are proud of:

Briefly describe your short term goals (next 1-2 years) and your long term goals (2+ years):

What do you do when you're not working? List some of your main hobbies and interests:

Under the guidelines of federal law, if hired, you are required to furnish documentation to show proof of identity and legal authorization to work in the United States. If hired, **before you can start work** you will need to submit a copy of your social security card* (authorization to work) **and** a copy of **one** of the following documents verifying proof of identity:

- Driver's license or state issued I.D. card
- School I.D. card with photo
- I.D. card issued by Federal, State or local government containing a photo
- Unexpired foreign passport with employment authorization
- Current I.N.S. forms with employment authorization stamp (list A, I-9 form)

**In place of a Social Security Card, an original or certified copy of a U.S. birth certificate can also be used*

The undersigned confirm that all information above are accurate and that, if hired,

- **The first month will be a Trial Period**, after which time, Management can decide to not retain the undersigned due to reason of incompatibility, without any legal recourse to The Tea Garden, Inc.
- **Training/orientation sessions are required and are non-payable (min. 4 hours, max. 8 hours)**
- You will be required to sign a Confidentiality and Non-Disclosure Agreement

Signature _____

Date _____

FOR OFFICE USE ONLY

Interviewed - Date _____

Not Hired

Hire date _____

Rate Offered \$ _____ /hr

Social Security # _____ - _____ - _____

Claiming _____