



Red Cedar Coffee Co.

Application for Employment

1185 W Bagley Road, Berea, OH 44017

(T) 440.260.7509

RedCedarCoffee.com

jobs@redcedarcoffee.com

Dear Applicant:

Welcome to Red Cedar Coffee Co.! Prior to completing the application for employment, please understand that we are serious about creating a productive working environment for our staff and maintaining the highest levels of quality, service, and attention for our customers.

We want you to understand that we also believe in living our values, some of which are:

- We believe in honesty and integrity.
- We are committed to each other's success.
- We believe a collaborative work environment allows each member's strength to elevate the overall team.
- We believe that only a happy and professional staff can give the level of professional service we demand.
- We believe in the ongoing training and development of our staff and see it as a worthy investment in the future of the company.
- We believe that everyone is capable of being an A+ player.
- We like to have fun.

Working at Red Cedar Coffee Co. means making a commitment to learning about coffee and great service; to help create an exceptional workplace.

We look forward to getting to know you during the interview process.

Red Cedar Coffee Co. – Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

****PLEASE PRINT CLEARLY****

Position(s) applied for: Production Retail Date: _____

How did you find out about this job? Employee Walk-in Social Media Other _____

Why are you seeking a new job at this time? _____

Applicant Information

First Name _____ Middle _____ Last _____

Street Address _____

City/State/Zip _____ Phone _____

If the job you are applying for requires driving: Driver's License No. _____ State _____ Expiration _____

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

Are you at least 18 years old? Yes No

Employment Information

Are you seeking full-time, part-time, or temporary employment? Full-time Part-time Temporary/seasonal

If part-time, or temporary, what is your availability?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

If applying for our retail sales positions, are you available to work on Saturdays? Yes No

Are you currently employed? Yes No If hired, when would you be able to start? _____

Have you ever worked for this organization before? Yes No

List any friends or relatives employed by this company: _____

Have you ever been discharged or asked to resign from any position? Yes No

If yes, please describe: _____

Are you able to perform all tasks with or without reasonable accommodation? _____

Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need: _____

Education (circle highest level achieved)

Secondary: 9 10 11 12 GED

College: 1 2 3 4 5

Name of school: _____

Name of school: _____

Location of school: _____

Location of school: _____

Degree & Major: _____

Work History (please begin with most recent)

1. Company _____ Phone Number (____) _____
Address _____ City/State/Zip _____
Dates of Employment _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____

2. Company _____ Phone Number (____) _____
Address _____ City/State/Zip _____
Dates of Employment _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____

3. Company _____ Phone Number (____) _____
Address _____ City/State/Zip _____
Dates of Employment _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____

For reference purposes: Have you worked for any of these organizations or attended school under a different name?

If yes, give name and organization(s) _____

May we contact the employers listed above? ____ If not, list the employers you do not wish us to contact and why:

Authorizations & At-Will Employment Agreement

(please read carefully, then sign and date below)

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third-party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment, in the event I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician.

AT-WILL EMPLOYMENT AGREEMENT

I understand and agree that nothing contained in this application or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President is authorized to change the employment-at will status and such a change can only be done in writing. I have read, understand, and agree to the above

Signature _____

Date _____

Name (please print) _____