

**For Official Use Only**

Date Received:

Reviewed by:

Comments:

EMPLOYMENT APPLICATION

B'Lets Roastery provides equal employment opportunity to all qualified persons and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

- Complete all items on the application, even if the information is included on your resume or other document.
- Sign and date your application.
- Specify the exact title of the position in which you are interested.
- Type or print all requested information.
- If necessary, attach additional 8 1/2" x 11" sheets of paper to this application.
- Submit your application via email to CAREER@BLETSOFFEE.COM

Personal Information

First Name	Middle Name	Last Name	Social Security #
Address			
Phone () -	Email		DoB
Driving License	☐ No	☐ Yes, _____	Years of work
Employment Type	☐ Full-Time ☐ Part-Time		

Location(s)☐ South El Monte ☐ Other _____**Position(s) Interested In:**☐ Barista ☐ Shift Leader ☐ Kitchen Member ☐ Kitchen Supervisor ☐ Store ManagerAre you legally authorized to work in the United States? (if yes, verification will be required) ☐ Yes ☐ NoAre you at least 18 years of age? ☐ Yes ☐ NoHave you ever applied to or worked for a restaurant before? If so, when? ☐ Yes ☐ NoDo you have a CA Food Handler Card? When does it expire? ☐ Yes ☐ No

Military

Military Service:	☐ Yes	☐ No	Branch:
Specialized Training:			

Reference

Name	Company	Title	Contact Information	Relationship

Availability (Location Hours Vary)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 st Shift (6am-12:30pm)	☐	☐	☐	☐	☐	☐	☐
2 nd Shift (12pm-5pm)	☐	☐	☐	☐	☐	☐	☐
3 rd Shift (5pm-11pm)	☐	☐	☐	☐	☐	☐	☐
Available (Full Day)	☐	☐	☐	☐	☐	☐	☐
Not Available	☐	☐	☐	☐	☐	☐	☐

When can you start if you're hired?

Date: _____

How many hours are you looking to work each week?

☐ 0-16 Hours ☐ 16-20 Hours ☐ 20-35 Hours

How long do you plan on working here?

☐ 4-12 Weeks (Seasonal) ☐ 3-12 Months (Short-Term) ☐ 1-3 Years (Long-Term)

☐ 3+ Years (Career Position)

Are you willing to work on weekends and Holidays?

☐ Yes, I am willing to do so ☐ Yes, but I would prefer not to ☐ No

Employment Request

Minimum Salary Requested: \$ _____ /hour

If applicable, are you available for overtime? ☐ Yes ☐ No

Employment History (Please begin with the most recent employment)

May we contact your current employer(s)? ☐ Yes ☐ No		
Employer: Address: Supervisor: Phone:	Date of Employment: From: To:	Position: Duties:
		Reason for Leaving:
Employer: Address: Supervisor: Phone:	Date of Employment: From: To:	Position: Duties:
		Reason for Leaving:
Employer: Address: Supervisor: Phone:	Date of Employment: From: To:	Position: Duties:
		Reason for Leaving:

Educational Background

Degree / Course	University / Institute	Year of Graduate	Grade	City

Skills & Training

Skill & Training Achievement(s)	Level	Year	Institute

Pre-Screening Interview Questions

What are you looking for in a job? (Check all that apply)

- ☐ Pay well
- ☐ Effortless commute
- ☐ Easy and low stress
- ☐ Easy manager
- ☐ Work with your best friend
- ☐ Cleanliness
- ☐ Collaborative, team-focused environment
- ☐ Feel appreciated and valued
- ☐ Opportunities to learn and grow
- ☐ Job stability and the ability to grow with the company

How do you handle stress / pressure? (Check all that apply)

- ☐ Worrying
- ☐ Being anxious
- ☐ Gossiping
- ☐ Emotional venting
- ☐ Going on as if everything was fine
- ☐ Rest and relaxation
- ☐ Try to have positive thoughts about the situation
- ☐ Seeking support
- ☐ Managing time better
- ☐ Problem solving

Customers are usually upset when they have which of these problems?

- ☐ Faulty product
- ☐ Inadequate service
- ☐ Did not receive the value or benefits promised
- ☐ All of them answers are correct

Sometimes you can quickly calm an angry customer by simply _____.

- ☐ Telling the customer about your policy
- ☐ Listening
- ☐ Thinking of how you will respond and not paying attention
- ☐ Telling them to be quiet

Are you willing to clean restrooms, take out trash and wash dishes?

- ☐ Yes, I have no issue with these tasks
- ☐ Yes, but I would prefer not to
- ☐ No, but if it is a requirement, I will
- ☐ No, I would prefer not to

How did you hear about this job?

- ☐ Referral (Please give name, relationship, location): _____
- ☐ Indeed/LinkedIn
- ☐ In-store hiring poster
- ☐ B'Lets Roastery Website/IG/FB
- ☐ Other (Please specify): _____

Signature/Certification

I certify that the facts set forth in this application are true, complete, and correct to the best of my knowledge. I understand that any misrepresentations, falsifications, or omissions on this application can be grounds for rejection of my application or, if I am employed by this company, for my immediate termination from employment. I authorize B'Lets Roastery to make any necessary inquiries and investigations into my education, military, or employment history. I further authorize, unless otherwise indicated on this application, the release of my information to B'Lets Roastery by any of the schools, services, or employers listed on this application.

Signature:

Date:

Attach your resume and portfolio to this job application form.

Send it via email or hand it over to the Human Resource Office at 9328 Garvey Ave B, South El Monte, CA 91733