

Application for Employment

Please type or print to complete this application and
 email to info@visitvirgils.com for immediate consideration.
Thank you for your interest!

Today's Date: _____

First Name _____ MI _____ Last Name _____

Street Address / Apt # _____

City _____ State _____ Zip Code _____

Phone # _____ Email Address _____

How did you hear about this job opportunity?

_____ Social Media _____ Signage _____ Friend/Relative _____ Hiring Website _____ Word of Mouth

ELIGIBILITY

Are you interested in Full Time or Part Time employment? _____ Full Time _____ Part Time

When are you available to start working? _____

Availability		
<i>Please provide details below on when you are available to work during our operating hours, as well as 30 minutes prior to opening time and 30 minutes past closing time. Hours are subject to change based on seasonality.</i>		
Day / Hours of Operation	From	To
Monday (7AM - 7PM)		
Tuesday (7AM - 7PM)		
Wednesday (7AM - 7PM)		
Thursday (7AM - 7PM)		
Friday (7AM - 7PM)		
Saturday (7AM - 7PM)		
Sunday (CLOSED)	XXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX

Total hours per week available to work: _____

How far do you live from Virgil's? _____

Desired Pay:

Hourly Pay (Min if applicable) \$ _____ Annual Pay (Min) \$ _____ (Desired) \$ _____

Virgil's Coffee House & Creamery is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, Virgil's Coffee House & Creamery complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. Virgil's Coffee House & Creamery also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

Are you authorized to work in the United States? Yes No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Virgil's Coffee House & Creamery will verify the status of every individual offered employment with the Company. All offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you under 18 years of age? Yes No

If yes, can you furnish a work permit? Yes No

Do you have reliable transportation to and from work? Yes No

In the past 5 years, have you been convicted of a felony related to theft or dishonesty?
 Yes No If yes, when and where?

Please provide details on the nature and disposition of conviction:

EMPLOYMENT HISTORY

Are you currently employed? Yes No If yes, please provide information requested below.

Company Name: _____

Address: _____ Phone: _____

Title/Position Held: _____ Type of Business: _____

Please list your work experience below, with most recent jobs listed first (leave blank if no prior experience)
Attach resume if desired/available when submitting your application

Job #1 Dates of Employment From: _____ To: _____

Company Name: _____

Address: _____ Phone: _____

Title/Position Held: _____ Type of Business: _____

Supervisor's Name: _____ Title/Position Held: _____

Starting Pay: \$ _____ Final Pay: \$ _____ May we contact this employer? Yes No

Reason for Termination:
 Voluntary Involuntary

Briefly describe your major duties / responsibilities in this role:

Job #2 Dates of Employment From: _____ To: _____

Company Name: _____

Address: _____ Phone: _____

Title/Position Held: _____ Type of Business: _____

Supervisor's Name: _____ Title/Position Held: _____

Starting Pay: \$ _____ Final Pay: \$ _____ May we contact this employer? Yes No

Reason for Termination:
 Voluntary Involuntary

Briefly describe your major duties / responsibilities in this role:

Job #3 Dates of Employment From: _____ To: _____

Company Name: _____

Address: _____ Phone: _____

Title/Position Held: _____ Type of Business: _____

Supervisor's Name: _____ Title/Position Held: _____

Starting Pay: \$ _____ Final Pay: \$ _____ May we contact this employer? Yes No

Reason for Termination:
 Voluntary Involuntary

Briefly describe your major duties / responsibilities in this role:

EDUCATION

Are you currently a student? Yes No

If yes, what school do you attend?

When do you attend? (Mark all that apply) Morning Afternoon Evening

ADDITIONAL INFORMATION

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What is your favorite ice cream flavor? _____

What is your favorite thing to drink? _____

What is your shirt size? _____

Tell us about any clubs / organizations / extra-curricular activities in which you are currently active:

REFERENCES (Non-Family)

Name: _____ Relationship: _____
_____ Personal reference _____ Professional reference

Company: _____ Phone: _____

Name: _____ Relationship: _____
_____ Personal reference _____ Professional reference

Company: _____ Phone: _____

Name: _____ Relationship: _____
_____ Personal reference _____ Professional reference

Company: _____ Phone: _____

DECLARATION (Please read carefully before signing and submitting application)

I have submitted the attached form to Virgil’s Coffee House & Creamery for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the Company to further process my application.

My signature below attests to the fact that the information I have provided on my application, resume, given verbally, or provided with any other materials is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during an interview, can be justification for refusal of employment, or, if employed, shall result in immediate termination.

While this application will be retained on file for a period of one year, I acknowledge that this application will be considered active for a period of sixty (60) days. At that time, I must submit a new application to be considered for any employment openings.

I understand and acknowledge that unless otherwise defined by applicable law or written agreement with Virgil’s Coffee House & Creamery, any employment relationship with the Company is considered “employment at will”, which means the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by any conduct unless such change is specifically executed by the owner of Virgil’s Coffee House & Creamery.

References: I hereby authorize the Company and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquiries connected with my application and I specifically

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authorize the release of information by any schools, businesses, individuals, services or other entities listed by me on this form. Furthermore, I authorize the Company and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

SIGNATURE: _____

DATE: _____

If you are completing and submitting this application electronically, your typed name on the SIGNATURE line serves as your signature and acknowledgement of the above DECLARATION.

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