

# EMPLOYEE APPLICATION FORM

THE **COFFEE CLUB**

Where will I meet you?

## PERSONAL DETAILS

First Name:

Surname:

Phone:

Mobile:

Address:

Email:

## POSITION DETAILS

**WHAT POSITION ARE YOU APPLYING FOR TODAY**  
(You may select more one than one by ranking from 1-6)

<input type="checkbox"/> Floor Team	<input type="checkbox"/> Store Manager
<input type="checkbox"/> Barista	<input type="checkbox"/> Short Order Cook
<input type="checkbox"/> Duty Manager	<input type="checkbox"/> Chef

## AVAILABILITY INFORMATION

Please specify your preferred hours of work:

Part Time  Full Time

Please specify the hours you are **available to work**:

Mon	<input type="text"/> am	<input type="text"/> pm
Tues	<input type="text"/> am	<input type="text"/> pm
Wed	<input type="text"/> am	<input type="text"/> pm
Thurs	<input type="text"/> am	<input type="text"/> pm
Fri	<input type="text"/> am	<input type="text"/> pm
Sat	<input type="text"/> am	<input type="text"/> pm
Sun	<input type="text"/> am	<input type="text"/> pm

Do you have your own car, or do you rely on public transport:

Use own Car  Use Public transport

If public transport, does this affect your ability to start early or finish late? If yes, please state what days:

Yes  No

## EMPLOYMENT HISTORY

Please provide employment details of your previous two positions.  
Please note we may contact any references provided by you.

### POSITION ONE

Company Name:

Position Held:

Date Started:  Date left:

Reason for leaving:

Reference Name:

Position:

Contact number:

### POSITION TWO

Company Name:

Position Held:

Date Started:  Date left:

Reason for leaving:

Reference Name:

Position:

Contact number:

## CONFIRMATION

By ticking this box you confirm you are legally permitted to work in New Zealand.

I declare that to the best of my knowledge the answers to the questions in this application are correct and I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

Signature:

Date:

## OFFICE USE ONLY

Comments:

File  I/V

Date: