



APPLICATION FOR EMPLOYMENT

WRC Form 101

White Rock Coffee is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.

Please complete the entire application to ensure processing.

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle _____ Today's Date _____
 Are you less than 18 years of age? Yes _____ No _____
 Other Names you are known by _____ Have you been convicted of a felony in the last seven (7) years? Yes _____ No _____
 If Yes, list convictions that are a matter of public record (arrests are not convictions) A conviction will not necessarily disqualify you for employment.
 email address _____
 Present Address _____ City _____ State _____ Zip _____
 Permanent Address _____ City _____ State _____ Zip _____
 Cell Number _____ Daytime Telephone _____ Evening Telephone _____ Referred by _____

EMPLOYMENT DESIRED (If you are applying for a retail hourly position, please keep in mind that the availability of hours may vary)

Position	Location							Salary Desired	Date you can start
Specify hours available for each day of the week.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		

Are you available to work overtime? _____ Have you ever worked for a coffee/espresso house? _____ If yes, when and where? _____

EDUCATION

	Name and Address of School	Circle Last Years Completed				Did you Graduate?		Subjects Studied and Degrees Received
		1	2	3	4	Y	N	
High School						Y	N	
College						Y	N	
Post College						Y	N	
Trade, Business or Correspondence School						Y	N	

List skills relevant to the position applied for _____

Have you ever tasted fresh roasted coffee? Describe your experience? _____

What do you like about coffee/espresso? _____

Why would you like to work for White Rock Coffee? _____

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective?

CURRENT/ FORMER EMPLOYERS

List below current and then last two employers, starting with most recent one first. Please include any non paid volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

From	Current Employer (Name & Address of Employer - Type of Business)	Salary or Hourly	Position	Reason for Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Duties Performed

Supervisor's Name

Phone Number

May We Contact?

From	Former Employer (Name & Address of Employer - Type of Business)	Salary or Hourly	Position	Reason for Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Duties Performed

Supervisor's Name

Phone Number

May We Contact?

From	Former Employer (Name & Address of Employer - Type of Business)	Salary or Hourly	Position	Reason for Leaving
To		Starting _____ Ending _____ If hourly, average # of hours per week _____		

Duties Performed

Supervisor's Name

Phone Number

May We Contact?

REFERENCES

Give below the names of three professional references, whom you have known at least one year

Name	Address & Phone Number	Business	Years Acquainted/ How do you know this person
1.			
2.			
3.			

I hereby authorize White Rock Coffee to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by White Rock Coffee to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentations or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of White Rock Coffee. I understand that nothing contained in this application, or conveyed during any, interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate White Rock Coffee to hire me. I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or White Rock Coffee at any time without prior notice for any reason.

Date

White Rock Coffee, 10105 E. Northwest Highway
Dallas, Texas 75238 ♦ 214.341.4774

Signature

4216 Abrams Rd.
Dallas, TX 75214 ♦ 214.792.9767 and Children's Medical Center, Dallas, TX
WE ARE AN EQUAL OPPORTUNITY EMPLOYER
wrcoffee.com