



COFFEE + MORE

APPLICATION FOR IDD STAFF EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

MOJI Coffee+More is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on MOJI Coffee and More. Please inform the company's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

GENERAL INFORMATION

Full Name _____			Date _____	
FIRST	MIDDLE	LAST		
Address _____				
STREET	CITY	STATE	ZIP CODE	
Contact Number () _____		Date available for work _____		
Alternate Contact Number () _____		Email (optional) _____		
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, verification will be required consistent with federal law.)				
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, you may be required to provide authorization to work.)				

POSITION INFORMATION

Position applied for: _____	Salary range expected: _____
How did you learn about the position? _____	
Applying for: <input type="checkbox"/> 8-12 hr <input type="checkbox"/> 12-16 hrs <input type="checkbox"/> 16-20 hrs <input type="checkbox"/> 20-24 hrs <input type="checkbox"/> 24-28 hrs <input type="checkbox"/>	

AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School or G.E.D. equivalent				
College or University				
Graduate School				
Vocational, Trade or other School				

BACKGROUND INFORMATION

Have you ever been discharged, suspended, or asked to resign from any position? Yes No
 If yes, please explain. _____

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? No Yes If yes, specify name. _____

Have you ever been convicted of a crime, other than a minor traffic violation, that has not been expunged, sealed, pardoned, annulled, statutorily eradicated, or dismissed upon condition of probation? You are not required to disclose sealed or expunged records of conviction or arrest, or expunged juvenile records of conviction or arrest.
 No Yes Explain: _____

Note: Answering "Yes" does not necessarily preclude you from employment as we perform individualized assessments for all applicants.

PERSONAL/PROFESSIONAL] REFERENCES

List three [personal/professional] references (other than those listed as a current/former supervisor) that we may contact:

Name _____	Telephone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Telephone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Telephone No. (____) _____
Email Address _____	Type of Acquaintance _____

EMPLOYMENT RECORD

List all employment experience starting with the most recent or present employer, including US military service or training.
Resumes may not be substituted in lieu of completing the following employment information.

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why? _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div> Reason for Leaving (for military service, include only your rank at time of discharge) _____ _____
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EMPLOYMENT RECORD (continued)

Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div> Reason for Leaving (for military service, include only your rank at time of discharge) _____ _____
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div> Reason for Leaving (for military service, include only your rank at time of discharge) _____ _____
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div> Reason for Leaving (for military service, include only rank at time of discharge) _____ _____

OTHER WORK-RELATED CERTIFICATIONS, SKILLS OR EXPERIENCE

<p>Please list any other skills or additional training you have that relate to the position for which you are applying. For example, list any special coursework, licenses, certificates, or special training.</p> <p>_____</p> <p>_____</p>
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PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

1. I understand, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal and driving record. Any job offer is contingent upon the successful completion and outcome of the background check. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

_____ Initials

2. I understand employment with MOJI Coffee+More is also contingent on my providing two forms of identification documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

3. I authorize MOJI Coffee+More and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 2 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

_____ Initials

4. I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

_____ Initials

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____

Date _____

**Return all Applications to:
MOJI Coffee+More
690 Trade Street
Winston-Salem, NC 27101**