



## HNTea Organic Tea House

### APPLICATION FOR EMPLOYMENT

*Please complete entire application to ensure processing.*

PERSONAL INFORMATION			
Name (First, Last, Middle)		Date (MM/DD/YY)	
Address		City	State
Zip Code	Primary Phone Number		Email
How Did You Hear About Us?		Are You a Citizen of the United States?	
If Not a Citizen, Are You Authorized to Work in the US?		Which location(s) are you applying for?	
How long do you plan to work at HNTea?		Transportation? Please Circle One	
Car	Bike	Bus	Other

**EMPLOYMENT DESIRED**

If you are applying for hourly positions, please keep in mind that the availability of hours may vary.

Position		How Many Hours Per Week Would Like to Work?			Expected Salaries(Hourly):		
Specify hours available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**EDUCATION**

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

List skills relevant to the position applied for \_\_\_\_\_

## EMPLOYMENT HISTORY

List below current and last three 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. (If you don't have any related experience, leave this part blank).

1	Date(MM/DD/YY) From	Current Employer (Name and Address of Employer – Type of Business)	Salary Or Hourly Starting _____	Position
	To		Ending _____ If hourly, average # of hours per week_____	
	Reason for Leaving			
Duties Performed:				
Supervisor's Name		Phone Number:	May We Contact?	

2	Date(MM/DD/YY) From	Previous Employer (Name and Address of Employer – Type of Business)	Salary Or Hourly Starting _____	Position
	To		Ending _____ If hourly, average # of hours per week_____	
	Reason for Leaving			
Duties Performed:				
Supervisor's Name		Phone Number:	May We Contact?	

3	Date(MM/DD/YY)	Previous Employer (Name and Address of Employer – Type of Business)	Salary Or Hourly Starting	Position
	From		_____	
	To	Ending _____ If hourly, average # of hours per week _____		
		Reason for Leaving		
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	Phone Number	Business	Years Acquainted How do you know this person?

**PRE EMPLOYMENT AUTHORIZATION**

**Prior to running to a background check, is there anything we need to be aware of beforehand?**

**AUTHORIZATION**

I hereby authorize HNTea 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 HNTea 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 misrepresentation 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 HNTea.

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 HNTea 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 HNTea at any time without prior notice for any reason.)*

Date \_\_\_\_\_ Signature \_\_\_\_\_