



Thank you for your interest in joining the Koinonia Coffee House team!

At Koinonia, we serve excellent coffee (and other food and beverage items), we celebrate the cultural backgrounds of our staff and customers, and we build community together. We value every person who walks through our doors and are committed to providing our customers with the very best products and services.

We are looking for team members who embrace our vision and are willing to work with us to achieve it. If that sounds like you, please complete this application and return it via fax (413-647-9342) or email (info@koinoniacoffee.com). Thank you!

Employment Application Koinonia Coffee House

Today's Date _____

Name (Last Name, First Name)		Social Security Number:	
Address		City	State Zip
Phone Number (Home)	Phone Number (Work)	Do you have reliable transportation?	
		Yes	No
Availability: Koinonia Coffee House is open seven days a week, serving early morning, afternoon, and evening customers. Please circle when you are available:			
AM	Sun	Mon	Tues
	Wed	Thur	Fri
	Sat		
PM	Sun	Mon	Tues
	Wed	Thur	Fri
	Sat		

<p>Are you currently working?</p> <p>Yes</p> <p>No</p>	<p>If so, may we inquire of your present employer?</p> <p>Yes No</p> <p>Employer's Name:</p> <p>Phone Number:</p> <p>If no, please explain:</p>
---	---

Work & Salary History – (Please List Last Four Employers, Most Recent First)			
Dates Worked	Name, Phone & Address of Employer <i>Include Your Supervisor's Name</i>	Position	Wage/ Salary
From: To:			
From: To:			
From: To:			
From: To:			

Educational Background – (High School, College & Other Degrees Only)			
Years Attended	Name and Location of School	Area of Interest	Did You Graduate?
From: To:			
From: To:			
From: To:			

References: Please List Three Personal or Professional References (No Relatives)

Name	Address and/or Phone Number	Relationship	Years Known

Café Work Experience, Interests, and Skills

Have you held a job(s) in the food service industry before? Tell us about it/them. What type of café or restaurant was it? What position did you hold there? What were your responsibilities? What did you like most? Least? Why did you leave?

Why are you applying with Koinonia? How do we interest you?

What skills do you possess that would make you an asset to Koinonia?

What skills do you think you need to develop or work on?

Authorization

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above may give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Date _____

Signature _____

Koinonia Coffee House prohibits any form of harassment or discrimination on the basis of race, color, religion, age, sex, national origin, disability, or any other characteristics protected under federal, state or local law.