



**Instructions to Applicant:** *Please complete all portions of this application.* If you need to attach additional pages, please do so.

Hotwire Online Coffeehouse, LLC. is an equal opportunity employer and does not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

FIRST NAME	LAST NAME		MIDDLE INITIAL
STREET	CITY	STATE	ZIP CODE
HOME/MESSAGE PHONE	EMAIL	DATE AVAILABLE FOR WORK	
FOR WHICH POSITION ARE YOU APPLYING?			
HAVE YOU INTERVIEWED WITH HOTWIRE PREVIOUSLY? WHEN? WHAT POSITION?			
IS THERE SOMEONE AT HOTWIRE WE CAN CONTACT TO LEARN MORE ABOUT YOU?			
ARE YOU OVER THE AGE OF 18? Yes <input type="checkbox"/> No <input type="checkbox"/>			
WILL VISA OR IMMIGRATION STATUS PREVENT LAWFUL EMPLOYMENT? Yes <input type="checkbox"/> No <input type="checkbox"/>			
IS THERE ANYTHING THAT WILL INTERFERE WITH YOUR ABILITY TO PERFORM, ON A REGULAR BASIS, THE ESSENTIAL DUTIES OF THE JOB FOR WHICH YOU ARE APPLYING? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Were you known by any other name at any job or school listed on this application? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what name?			

EDUCATION			
	Name and Location of School	Years Attended	Degrees Received/Major
High School			
College/University			
College/University			

PROFESSIONAL REFERENCES			
Name and Title			
Name and Title			
Name and Title			

**EMPLOYMENT HISTORY**

PLEASE LIST ALL FORMER EMPLOYERS – ATTACH ADDITIONAL PAGE IF NECESSARY

IF CURRENTLY EMPLOYED, MAY WE CONTACT YOUR EMPLOYER? Yes  No **MOST RECENT OR CURRENT EMPLOYER**

CITY	STATE	START DATE	END DATE
POSITION (S) HELD		SUPERVISOR	PHONE NUMBER
REASON FOR LEAVING		STARTING SALARY	ENDING SALARY
RESPONSIBILITIES			ARE YOU ELIGIBLE FOR REHIRE? Yes <input type="checkbox"/> No <input type="checkbox"/>

**EMPLOYER**

CITY	STATE	START DATE	END DATE
POSITION (S) HELD		SUPERVISOR	PHONE NUMBER
REASON FOR LEAVING		STARTING SALARY	ENDING SALARY
RESPONSIBILITIES			ARE YOU ELIGIBLE FOR REHIRE? Yes <input type="checkbox"/> No <input type="checkbox"/>

**EMPLOYER**

CITY	STATE	START DATE	END DATE
POSITION (S) HELD		SUPERVISOR	PHONE NUMBER
REASON FOR LEAVING		STARTING SALARY	ENDING SALARY
RESPONSIBILITIES			ARE YOU ELIGIBLE FOR REHIRE? Yes <input type="checkbox"/> No <input type="checkbox"/>

HAVE YOU BEEN CONVICTED OF, OR PLEAD NO CONTEST TO A FELONY?

(A CONVICTION MAY NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT.) YES  NO 

IF YES, PLEASE INDICATE THE DATE AND NATURE OF THE OFFENSE

**APPLICANT'S STATEMENT**

By checking the box at the bottom of this application, I declare that the information provided by me is true and complete to the best of my knowledge. I understand that any misrepresentation or omission on this application may preclude an offer of employment, or may result in a withdrawal of an employment offer, or may result in my discharge if I am already employed at the time the misrepresentation or omission is discovered. I also grant Hotwire Online Coffeehouse, LLC permission to verify and obtain information on my current and previous employment, school records, license/certification, and any other information necessary to assess my qualifications. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information.

Employment with Hotwire is “at-will”, meaning that either the employee or employer can terminate the employment relationship at any time and for any reason.

By checking this box, I acknowledge that I have read and understand the statement above.

