

COLUMBUS

C O F F E E

APPLICATION FOR EMPLOYMENT

PERSONAL DETAILS

Name: Mr/Mrs/Ms _____

Surname

First name

Preferred Name

Address: _____

Postcode: _____

Telephone: _____

Business: _____

Mobile: _____

E-mail: _____

Date of Birth: _____

(Optional)

RESIDENCY AND IDENTIFICATION

Are you a permanent resident of New Zealand? Yes No

If no, what is your visa status _____

If a temporary resident, when does your visa expire? _____

PARTICULARS

Columbus Coffee store applied for: _____

Do you have any objection to us referring your application to other Columbus Coffee stores?

Yes No

Position applied for: _____

First Choice

Second Choice

Expected Salary: _____

Date able to commence: _____

AVAILABILITY

When will you be available to work? _

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

EDUCATION AND TRAINING

	Institution	Dates	Qualification
Secondary			
Tertiary			
Hospitality Related			
Other			

EMPLOYMENT HISTORY

Most recent first - please attach any additional employment history.

Dates: From: _____ To: _____

Employer: _____

Address: _____

Position and Duties: _____

Reason for Leaving: _____

Supervisor: _____ Contact Phone No.: _____

Dates: From: _____ To: _____

Employer: _____

Address: _____

Position and Duties: _____

Reason for Leaving: _____

Supervisor: _____ Contact Phone No.: _____

Dates: From: _____ To: _____

Employer: _____

Address: _____

Position and Duties: _____

Reason for Leaving: _____

Supervisor: _____ Contact Phone No.: _____

GENERAL

- 1. Yes No Are you prepared to work as and where directed?
- 2. Yes No Are you prepared to work over a seven day roster period?
- 3. Yes No Are you prepared to abide by health and safety rules?
- 4. Yes No Are you prepared to abide by the Company's work rules and regulations?
- 5. Yes No Are you aware of any health problems which might affect your capacity to perform the work reasonably required in the position you have applied for or could place you and/or others at risk?

If yes, please specify: _____

- 6. Yes No Have you ever been found guilty of any crime relating to dishonesty or violence?
- 7. Yes No Have you ever been discharged from employment because your work or conduct was not satisfactory?
- 8. Yes No Do you have any objections to us seeking verification and additional information to any matter within this application?

DECLARATION

I authorise the company to secure any information regarding myself and hereby release Columbus Coffee and its employees of all liabilities for any damage whatsoever issuing from such information. I further declare that the statements made by me in this application are true, complete and correct. A false statement or dishonest answer to any question may be grounds for immediate discharge from employment.

Signature: _____

Date: _____

All applicants will be treated with confidentiality and fairness.

Thank you for your interest in Columbus Coffee.

INTERVIEW REPORT- FOR OFFICE USE ONLY

Rating Codes: 1= Outstanding 2= Good 3=Average 4=Below Average 5=Poor

	Rating	Comments	Rating	Comments
General Appearance				
Punctuality				
Attitude				
Communication				
Relevant Experience				
Training/background				
Customer service				
Leadership Qualities				

Comments: _____

Interviewer # 1

Comments: _____

Interviewer # 2

Reference: Check # 1: _____

Reference: Check # 2: _____

