

BOYD COFFEE COMPANY

Simply Great Coffee Since 1900™

Application for Employment

Boyd Coffee Company is an Equal Opportunity Employer. All applicants will receive consideration without unlawful discrimination on the basis of race, color, sex, age, religion, marital status, national origin, mental or physical disability, veteran status, or any other status protected by applicable law.

Applicant Note: Welcome to Boyd Coffee Company! We are pleased that you are interested in employment opportunities with our company. If any assistance in filling out this application form or any other aspect of the application process is necessary, please notify the person who gave you this form, and every reasonable effort will be made to accommodate your needs.

Applicant Instructions: This application form is intended for use in evaluating your qualifications for employment with Boyd Coffee Company. It will also be kept as part of your personnel records if you are employed. Please fill it out with this in mind. This application is not a promise of employment or, if employed, a guarantee of employment of any particular duration. If employment results from this application, the provisions of this application are not contractual.

Information on this application and statements made during the interview process are subject to verification. Any falsification, misrepresentation, or misleading omission of information may result in denial of, or if employed, separation from, employment.

Last Name		First Name	Middle Initial
Present Address			
Mailing Address (if different from above)			
City		State	Zip
Day Telephone Number	Evening Telephone Number	E-mail Address	Cell Phone
Referred by: <input type="checkbox"/> Internet <input type="checkbox"/> Self <input type="checkbox"/> Advertisement <input type="checkbox"/> Other <input type="checkbox"/> Boyd Coffee Company Employee:			
			_____ (Name of Employee)

What position are you applying for?	Pay Expected
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary	Other positions of interest?
Have you ever applied for employment with us? Yes No	What shifts are you available to work?
If so, when? What Position?	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Overtime

If you are hired can you provide original documents to establish your identity and authorization to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to participate in a pre-employment drug screen for the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History: This section must be completed entirely. Please list all employment history, full-time and part-time, temporary or seasonal, paid or unpaid, for the past 10 years. You may include any military experience or volunteer jobs that you wish to have considered as a part of your qualifications for the position (s) you are seeking. A resume may be used to supplement this section, but not to replace it. Describe each job separately, emphasizing your specific tasks and any supervisory, technical or other responsibilities. Explain all breaks in continuous employment. If more space is needed, additional sheets of paper may be attached.

Start with most recent employer Employment Dates

Company Name and Address Telephone: ()	From	To	Salary: <input type="checkbox"/> HR. <input type="checkbox"/> MO. <input type="checkbox"/> YR. Starting: Ending: Other compensation: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Your position title (s) and duties		Supervisors Name: Reason For Leaving:	
What did you like best about this job?		What did you like least about this job?	
Company Name and Address Telephone: ()	From	To	Salary: <input type="checkbox"/> HR. <input type="checkbox"/> MO. <input type="checkbox"/> YR. Starting: Ending: Other compensation: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Your position title (s) and duties		Supervisors Name: Reason For Leaving:	
What did you like best about this job?		What did you like least about this job?	
Company Name and Address Telephone: ()	From	To	Salary: <input type="checkbox"/> HR. <input type="checkbox"/> MO. <input type="checkbox"/> YR. Starting: Ending: Other compensation: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Your position title (s) and duties		Supervisors Name: Reason For Leaving:	
What did you like best about this job?		What did you like least about this job?	

Specialized Skills and Knowledge

List any other achievements, experience, skills, or other qualifications you consider relevant to your ability to perform the job for which you are applying, e.g., awards received, offices held in professional organizations, licenses held, foreign languages (proficiency in speaking and writing), etc.

Please check all software applications you are proficient in.

Software: Word Excel PowerPoint Outlook Express
Other equipment or software skills you have knowledge in:

References: Please list below the names of three persons **not related to you**, either business, civic, or personal, whom you have known for at least one year, whom we may contact.

Name:	Yrs. Known	Day Phone:	Evening Phone:	E-Mail Address:
Occupation:				
Name:	Yrs. Known	Day Phone:	Evening Phone:	E-Mail Address:
Occupation:				
Name:	Yrs. Known	Day Phone:	Evening Phone:	E-Mail Address:
Occupation:				

General Information:

Have you been convicted of a felony or misdemeanor, which has not been annulled or judicially dismissed under the state or federal criminal code? (Conviction will not necessarily result in an adverse employment decision.)

Yes No (If "yes," please explain)

Have you ever been dismissed, asked to resign, or mutually agreed to resign from employment? Yes No

If "yes," When: Employer: Reason:

Are you related to anyone who is employed by a company that might be considered a competitor of Boyd Coffee Company? Yes No If "yes," please explain

Are you a coffee consumer? Yes No Briefly tell us what you know about the coffee industry.

Education:

High School Diploma or Equivalent (GED) Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Beginning with the most recent, list all colleges, vocational, trade and military service schools attended.		
School Name:	Location:	Phone Number:
Degree/Major/Specialty Area:		
Number of Years Attended:		Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
School Name:	Location:	Phone Number:
Degree/Major/Specialty Area:		
Number of Years Attended:		Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No

Boyd Coffee Company is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, sex, age, religion, marital status, national origin, mental or physical disability, veteran status, or any other status protected by applicable law.

Interviews are given on a competitive basis, using job-related factors. Because of the large number of applications normally received, not everyone who applies for employment with Boyd Coffee Company will be interviewed.

I certify that the information provided on this application form is true and complete to the best of my knowledge. I understand that if any information provided is not true and complete to the best of my knowledge, I may be disqualified from consideration for employment or, if this fact is discovered after commencement of my employment, I may be discharged from employment.

I authorize Boyd Coffee Company to contact my former employers, other listed references, and any other person or entity that can verify any information I have provided on this application. I also authorize Boyd Coffee Company to request and receive all information it considers necessary in investigating my application and to discuss the results of any investigation with all of its employees who are involved in the hiring process. I hereby release Boyd Coffee Company from any and all liability related to requesting or receiving any information and making any investigation regarding this application, my background, and my suitability for employment.

I further authorize the companies, organizations, schools, previous employers, and persons named in this application to provide to Boyd Coffee Company all information regarding this application, my employment or other background, character, qualifications, and suitability for employment. I hereby release said companies, organizations, schools, previous employers, and persons from any and all liability related to providing this information. A photocopy of this application will suffice for the original in the event a company, organization, school, previous employer, or person named above requires such a release in order to verify statements made on this application.

I understand that, if hired, I will be required to produce documents establishing my identity and authorization to work in the United States and to complete the U.S. Immigration and Naturalization Service Form I-9.

I understand that nothing contained in this application or in the granting of an interview creates a contract between the company and me for employment or any other benefit. I acknowledge that no promises regarding employment have been made to me.

I understand that, if employed, I will be required to conform to the instructions, rules, and policies of Boyd Coffee Company. I also understand and acknowledge that if employed, the employment relationship will be "at will," which means that either I, or the company, have the right to terminate my employment at any time and for any reason, with or without cause or notice.

Applications are valid for 90 days. Consideration for employment after 90 days requires a new application.

Date:	Signature:
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