

MONTANA COFFEE TRADERS



APPLICATION FOR EMPLOYMENT

Your Name: _____

Position Desired: _____ Date: _____

Would you like to Join the Montana Coffee Traders Team?

**OUR MISSION:
MONTANA
COFFEE TRADERS
IS DEDICATED TO
BEING A POSITIVE PART OF
PEOPLES' EVERYDAY LIVES.**

Thank you for taking the time to fill out this application. As you get to know more about Montana Coffee Traders, you'll understand that our team is made up of an incredible group of people. We put great care into our hiring.

Whatever position with Montana Coffee Traders you may be applying for, you can be sure that working here is not like working most other places. Coffee Traders recognizes each employee as a valuable asset to the company. Working as a part of this team means making a commitment to learning about great coffee, great food and excellent service. We look forward to getting to know you in this interview process.

Please print

Name		Date
Street		City
State	Zip	Email*
Cell Phone ()		Home Phone ()
How were you referred to us?		Name of source

**all initial contact will be through email*

Please note: This application was designed for use by persons applying for various types of positions. Please answer the questions to the best of your ability. All information will be confidential. (If English is not your native language, please feel free to ask for assistance.)

**FLAVOR / BLENDING
ROASTING
MAIL ORDER
SALES**



**MERCHANDISING
BARISTA
SHIPPING
RETAIL**

www.coffeetraders.com
Contact us: HR@coffeetraders.com



Other interesting information

Are you a U.S. citizen? Yes _____ No _____ If not, what type of visa do you hold? _____

Are you at least 15 years of age? Yes _____ No _____

Have you ever been convicted of a criminal offense? Yes _____ No _____ If yes, please provide details: _____

Date: _____ Place: _____ Nature: _____

*(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)
MCT will perform a complete background check on any applicant applying for a management position.*

Professional references (not employees or relatives)

Emergency contact

Name and Address	Occupation	Phone	Name
			Address/Phone
			Relationship

Educational information

School	Name, Address, City, State, Zip	Years Completed	Degree/Major
High School			
College			
Grad School			
Other			

What kind of work would you like to do?

Do you wish to work: Full-time: _____ Part-time: _____ Permanent: _____ Temporary: _____ No Preference: _____

If part-time, specify available hours/days: _____

What are your minimum pay/salary requirements? _____

Can you perform the essential functions of the position that you are applying for? Yes _____

If no, explain: _____

Do you have any commitments to another employer that might affect your employment with us? _____

Work History

List present or most recent employers first. Feel free to use another sheet of paper if necessary

Employer:	Duties:
Address:	
Telephone: <i>May we contact this employer? Yes/No</i>	
Employed From: To:	
Supervisor:	Reason for leaving:
Job Title:	
Salary Start: Finish:	

Employer:	Duties:
Address:	
Telephone: <i>May we contact this employer? Yes/No</i>	
Employed From: To:	
Supervisor:	Reason for leaving:
Job Title:	
Salary Start: Finish:	

Employer:	Duties:
Address:	
Telephone: <i>May we contact this employer? Yes/No</i>	
Employed From: To:	
Supervisor:	Reason for leaving:
Job Title:	
Salary Start: Finish:	

Employer:	Duties:
Address:	
Telephone: <i>May we contact this employer? Yes/No</i>	
Employed From: To:	
Supervisor:	Reason for leaving:
Job Title:	
Salary Start: Finish:	

Please answer the following questions

1. Montana Coffee Traders can be a high-volume business with a work day that can be long and stress-filled. What makes you believe you can perform well and excel under these working conditions?
2. Montana Coffee Traders is a very service-oriented business. What does good service mean to you?
3. Describe a real incident in which you were treated rudely as a customer. How would you have handled it differently if you had been in the other person's shoes?
4. If you've ever been a customer at Montana Coffee Traders, please describe what you enjoyed most about the experience.
5. What experience and knowledge do you expect to gain from working at Montana Coffee Traders?
6. When we check your references, what do you think they will name as your greatest strength?
Your greatest weakness?
7. As an employee, what do you expect from your supervisors, managers, and owners?

Agreement - please read carefully

I hereby affirm that the information provided on this application (*and accompanying resume, if any*) is true to the best of my knowledge. I also agree that falsifying information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that only managers/owners at Montana Coffee Traders can assure or promise employment.

I authorize persons, schools, my current employer, and previous employers and organizations named in this application (*and accompanying resume, if any*) to provide any relevant information that may be required to arrive at an employment decision.

Signature _____ Date _____