



For Official Use Only

Date Received: _____

Reviewed by: _____

Comments: _____

EMPLOYMENT APPLICATION

DaVien Coffee provides equal employment opportunity to all qualified persons and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

- Complete all items on the application, even if the information is included on your resume or other document.
- Sign and date your application.
- Specify the exact title of the position in which you are interested.
- Type or print all requested information.
- If necessary, attach additional 8 ½" x 11" sheets of paper to this application.
- Submit your application via email to CAREER@DAVIEN.COM

GENERAL INFORMATION

First Name	Middle Name	Last Name
Address (Street)		Phone Number
Address (City, State, Zip Code)		5. Email Address

Enter Da Vien Coffee Location(s) _____

Position(s): Team Member Shift Leader Kitchen Member Assistant Manager Store Manager

Are you legally authorized to work in the United States? (if yes, verification will be required) Yes No

Are you at least 18 years of age? Yes No

Have you ever applied to or worked for a restaurant before? If so, when? Yes No

Do you have a CA Food Handler Card? Yes No
When does it expire?

MILITARY

Military Service: Yes No

Branch:

Specialized Training:

REFERENCE

Name	Company	Title	Contact Information

AVAILABILITY (LOCATION HOURS VARY)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1st Shift (6am - 12:30pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Shift (12pm - 5pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd Shift (5pm - 11pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Available (Full Day)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When can you start if you're hired?

Date: _____

How many hours are you looking to work each week?

0-16 Hours

16-20 Hours

20-35 Hours

35 - 40 Hours

How long do you plan on working here?

4-12 Weeks (Seasonal)

3-12 Months (Short-Term)

1-3 Years (Long-Term)

3+ Years (Career Position)

Are you willing to work on weekends and holidays?

Yes, I am willing to do so

Yes, but I would prefer not to

No

EMPLOYMENT REQUEST

Minimum Salary Requested: \$ _____ /hour

If applicable, are you available for overtime? Yes

No

EMPLOYMENT HISTORY
**Please begin with the most recent employment*

May we contact your current employer(s)? Yes No Not Applicable

Employer: Address: Supervisor: Telephone:	Dates of Employment: From: To:	Position: Duties:
		Reason for Leaving:
Employer: Address: Supervisor: Telephone:	Dates of Employment: From: To:	Position: Duties:
		Reason for Leaving:
Employer: Address: Supervisor: Telephone:	Dates of Employment: From: To:	Position: Duties:
		Reason for Leaving:

EDUCATION

School	Name	Location	Course of Study	Degree Obtained
High School/GED				
College/University				
Graduate School				
Vocational / Specialized				

PRE-SCREENING INTERVIEW QUESTIONS

What are you looking for in a job? (Check all that apply)

- Pay well
- Effortless commute
- Easy and low stress
- Easy manager
- Work with your best friend
- Cleanliness
- Collaborative, team-focused environment
- Feel appreciated and valued
- Opportunities to learn and grow
- Job stability and the ability to grow with the company

How do you handle stress / pressure? (Check all that apply)

- Worrying
- Being anxious
- Gossiping
- Emotional venting
- Going on as if everything was fine
- Rest and relaxation
- Try to have positive thoughts about the situation
- Seeking support
- Managing time better
- Problem solving

Customers are usually upset when they have which of these problems?

- Faulty product
- Inadequate service
- Did not receive the value or benefits promised
- All of them answers are correct

Sometimes you can quickly calm an angry customer by simply _____.

- Telling the customer about your policy
- Listening
- Thinking of how you will respond and not paying attention
- Telling them to be quiet

Are you willing to clean restrooms, take out trash and wash dishes?

- Yes, I have no issue with these tasks
- Yes, but I would prefer not to
- No, but if it is a requirement, I will
- No, I would prefer not to

How did you hear about this job?

- Referral (Please give name, relationship, location): _____
- Indeed/LinkedIn
- In-store hiring poster
- DaVien Website/IG/FB
- Other (Please specify): _____

SIGNATURE/CERTIFICATION

I certify that the facts set forth in this application are true, complete, and correct to the best of my knowledge. I understand that any misrepresentations, falsifications, or omissions on this application can be grounds for rejection of my application or, if I am employed by this company, for my immediate termination from employment. I authorize DaVien Cafe & Dessert to make any necessary inquiries and investigations into my education, military, or employment history. I further authorize, unless otherwise indicated on this application, the release of my information to DaVien Cafe & Dessert by any of the schools, services, or employers listed on this application.

Signature:

Date: