

**PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE**

**APPLICATION MUST BE COMPLETED IN ORDER TO BE PROCESSED**

**APPLICATION FOR EMPLOYMENT**

**PLEASE COMPLETE PAGES 1-3**

**DATE** \_\_\_\_\_

**PERSONAL INFORMATION**

**Name** \_\_\_\_\_  
Last First Middle Maiden

**Address** \_\_\_\_\_  
Number Street City State ZIP

**Telephone** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Social Security** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**If under 18, please list age** \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**Salary Desired** \_\_\_\_\_ per hr/mn/yr **Days/Hours available to work**

**How many hours can you work weekly?** \_\_\_\_\_

**Can you work late nights?** \_\_\_\_\_

**Date available to start** \_\_\_\_\_ **Position applying for** \_\_\_\_\_

No pref \_\_\_\_\_ Thurs \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tues \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	CITY, STATE	NUMBER OF YEARS COMPLETED	MAJOR OR DEGREE
High School				
College or University				
Bus. or Trade School				
Graduate School				

**CRIMINAL HISTORY**

**Have you ever been convicted of a felony?**  No  Yes

**If yes, please explain:** \_\_\_\_\_  
 \_\_\_\_\_

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APPLICATION FOR EMPLOYMENT

EMPLOYMENT HISTORY

PLEASE LIST YOUR WORK EXPERIENCE FOR PAST THREE (3) JOBS HELD BEGINNING WITH YOUR MOST RECENT EMPLOYER FIRST.

Name of employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

Title \_\_\_\_\_

Reason for leaving (be specific) \_\_\_\_\_

List duties performed, skills used or learned, and promotions or awards received while with this company.

Name of last supervisor	Employment dates	Pay/Salary
	From	Start
	To	Final

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Name of employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

Title \_\_\_\_\_

Reason for leaving (be specific) \_\_\_\_\_

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WORK HISTORY CONTINUED ON THE NEXT PAGE.

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<p><b>Name of employer</b> _____</p> <p><b>Address</b> _____</p> <p><b>Telephone ( )</b> _____ - _____</p> <p><b>Title</b> _____</p> <p><b>Reason for leaving (be specific)</b> _____</p> <p><b>List duties performed, skills used or learned, and promotions or awards received while with this company.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of last supervisor</th> <th style="width: 30%;">Employment dates</th> <th style="width: 40%;">Pay/Salary</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td style="text-align: center;">From</td> <td style="text-align: center;">Start</td> </tr> <tr> <td></td> <td style="text-align: center;">To</td> <td style="text-align: center;">Final</td> </tr> </tbody> </table>	Name of last supervisor	Employment dates	Pay/Salary		From	Start		To	Final
Name of last supervisor	Employment dates	Pay/Salary								
	From	Start								
	To	Final								

**May we contact your present/most recent employer?**     Yes             No

**REFERENCES**

**PLEASE LIST AT LEAST TWO (2) REFERENCES OTHER THAN RELATIVES OR PAST EMPLOYERS.**

<b>Name</b> _____	<b>Occupation</b> _____
<b>Telephone ( )</b> _____ - _____	<b>Years known</b> _____
<b>Name</b> _____	<b>Occupation</b> _____
<b>Telephone ( )</b> _____ - _____	<b>Years known</b> _____

**AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)**

I certify that all the information contained herein this Application is true and completed to the best of my knowledge. I understand that purposefully providing misleading or false statements will constitute sufficient cause for refusal of employment or termination of future employment. Furthermore, I understand that neither the acceptance nor submittal of this Application grants the applicant the right to employment with Teahouse Beverage, Inc. I understand that if I accept employment with Teahouse Beverage, Inc, it will be strictly on an at-will basis. This means that both Teahouse Beverage, Inc and I reserve the right to terminate employment at any time and for any reason. I authorize Teahouse Beverage, Inc to investigate information pertaining to my education, employment, criminal, and credit history.

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Teahouse Beverage, Inc is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, age, or disability. We assure you that your opportunity for employment with Teahouse Beverage, Inc depends solely on your qualifications.

**Ability to Follow Directions**

**TIME: 10 Minutes**

**The object of this exam will point out that directions are made to be followed. Trainees often find difficulty with an assignment not because they can't do the work, but because they have not followed directions.**

**READ EVERYTHING BEFORE DOING ANYTHING.**

Print your last name at the top of this page.

Circle the word "provided" in sentence one.

Draw five small squares in the upper left-hand corner of this page.

Put an "X" in each square.

Put a circle around each square.

Underline "ability to follow directions."

After "ability to follow directions," write "Yes."

Put a circle around "each" in sentence five.

Put an "X" in the lower left-hand corner of this page.

Draw a triangle around the "X" that you have just drawn.

Draw a rectangle around the word "squares" in sentence three.

On the reverse side of this paper, in the upper left-hand corner, add 50 and 40.

On the reverse side of this paper, at the top right-hand corner, multiply 70 by 98.

Write your first name before doing anything else on this test.

If you think you have followed directions up to this point, write "I have."

Now that you have followed the directions in the first paragraph to READ EVERYTHING BEFORE

DOING ANYTHING, write your name here \_\_\_\_\_ and your test is

complete.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Solve Math:

52	30	$32 \div 8$	$9 \times 64 =$
<u>x 4</u>	<u>x 6</u>		

$1.30 + .69 =$	$9 \times 9 =$	$3 + 3 =$
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$10 + 10 =$	$1 \times 5 =$	$8 + 9 =$
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Circle the correct Spelling in each row:

Mississppi	Mississippi	Missisippi
Apperciate	Aperciate	Appreciate
Perceive	Precive	Percive

Arrange in Sequential order:

_ 3918	_ Albert	_ Calendar
_ 3908	_ Albertan	_ Lecture
_ 39068	_ Alberto	_ Kalinowski

Circle the correct Synonyms:

Good is to Best as Sun is to	Now is to Present as Void is to
Bright	Full
Cloudy	Cancel
Sad	Correct

Who is the president printed on the \$1 bills? \_\_\_\_\_

What are the colors of the Teahouse logo? \_\_\_\_\_

Describe Teahouse in one word: \_\_\_\_\_

What is the name of your interviewer? \_\_\_\_\_