

APPLICATION FOR EMPLOYMENT

ESPRESSO MI CULTURA

Espresso Mi Cultura, Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.

Please complete entire application to ensure prompt processing. Incomplete applications will be disqualified.

PERSONAL INFORMATION (Please Print)					
Name:	Last	First	Middle	Social Security #	Date (M/D/Y)
Present Address	Street		City	State	Zip Code
Permanent Address	Street		City	State	Zip Code
Phone Number	(daytime)		(Evening)		Referred By
Other names you are known by _____					Are you under 18 yrs. of age? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<small>(Espresso Mi Cultura Inc. is required to comply with federal, state law).</small>					
Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a felony ? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<small>If yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.</small>					

EMPLOYMENT DESIRED (Please keep in mind that the availability of hours may vary.)					
POSITION _____	Salary Desired _____	Date You Can Start _____			
Specify hours available for each day of the week:					
Sunday _____	Monday _____	Tuesday _____	Wednesday _____		
Thursday _____	Friday _____	Saturday _____			
Any restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/> Describe: _____					
Indicate other language(s) besides English that you FLUENTLY: SPEAK _____ READ _____ WRITE _____					

EDUCATION		Circle Last Year Completed	Did You Graduate?	Major/Degree
	Name and City of School			
High School	_____	1 2 3 4	Y N	

College or University	_____	1 2 3 4	Y N	

Graduate School	_____	1 2 3 4	Y N	

Trade, business or other school	_____	1 2 3 4	Y N	

List office skills relevant to the position applied for: _____

Why do you want to work at EMC? _____

Describe your skills and experience and how they may contribute to your position at EMC.

FORMER EMPLOYERS List below current and last three employers, starting with most recent one first. Please indicate any non-paid/volunteer experience that is related to the job for which you are applying. Resume may be attached to your application, but may not take the place of a completed application.

1	From	Current Employer (Name & Address) / Type of Business	Salary or Hourly Starting _____ Ending _____ If hourly, average # hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
2	From	Previous Employer (Name & Address) / Type of Business	Salary or Hourly Starting _____ Ending _____ If hourly, average # hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
3	From	Previous Employer (Name & Address) / Type of Business	Salary or Hourly Starting _____ Ending _____ If hourly, average # hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
4	From	Previous Employer (Name & Address) / Type of Business	Salary or Hourly Starting _____ Ending _____ If hourly, average # hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	

REFERENCES Provide below the names of three professional/personal references whom you have known at least 2 years.

	Name	Address	Phone and Email	Business	Years Acquainted	How Do You Know This Person?
1						
2						
3						

I hereby authorize Espresso Mi Cultura, Inc. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Espresso Mi Cultura, Inc. to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Espresso Mi Cultura, Inc. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Espresso Mi Cultura, Inc. to hire me. I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or by Espresso Mi Cultura, Inc. at any time without cause.

Date _____ Signature _____

Mail your completed application to:
ESPRESSO MI CULTURA.
POB 32001 Los Angeles, CA 90032