

**Employee Application Responsibilities and Instructions**

**We are so happy that you have chosen to apply to Two Hands Coffee. We are fun and fast growing company so if you like a fast paced environment with a lot of opportunity we would love for you to apply.**

***Instructions:***

* Along with the application below please be sure to attach your resume.
* Send the application and your resume to [info@apanascoffee.com](mailto:info@apanascoffee.com)
* Play the waiting game. But we know how annoying that is so we will respond as quickly as possible!

***Responsibilities***

* We expect all employees to be hard working dedicated members of the team.
* We want all of our employees to be able to connect and talk to our customers. They’re the ones that keep us going so if you think you can talk, joke, connect with people; you’ll be perfect for the job! Customer service is key so if that is something you care about you will fit right in!
* The benefit for working for a startup is you can contribute in a very meaningful way immediately. We will want you to be involved in whichever way you would like.
* All employees will get TABC certified and Food Handlers certified.
* We will be serving coffee, juice, beer, wine and some food. You have to be comfortable making and serving any of those products and be willing to learn a few new things.
* Be willing to work hard! If you do that, you will always have a place at Apanas Coffee & Beer.

***Team Member, Barista, or Manager:*** *This is for initial hiring purposes. Once you are hired, you can always take the initiative to learn another aspect of the business. We welcome and hope for that.*

Team Member:

* You will be responsible for taking orders at the register, making juice, making non-espresso based drinks, and serving beer, wine and food.

Barista:

* You will be responsible for everything a behind an espresso machine, know how an espresso machine works, be able do some latte art.

Manager:

* We will want to see some management experience and we will expect you to take on a lot of responsibility. Mainly, be willing to learn the Apanas way, be flexible, dependable and hard working.

|  |  |
| --- | --- |
|  | 11501 Rock Rose Ste 118, Austin, TX 78758 |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Birth Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Position Applying for: | Team Member | | | Barista |  | Manager |
| Part time or Full time: |  |  |
| Times Available  Monday:  Tuesday:  Wednesday:  Thursday:  Friday:  Saturday:  Sunday: |  | | |  |  |  |

Which Location are you interested in working at? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Domain or South Congress)

Domain location:

11501 Rock Rose Ave, Ste, 118

Austin, TX 78758

South Congress

1007 S Congress Ave, Ste B11

Austin, TX 7804

Are you TABC or Food Handlers Certified? (Please specify which one or both/neither):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES | NO | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES | NO |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Diploma:: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: | |  | | |
|  |  | |  |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |