



APPLICATION FOR EMPLOYMENT

Location: 814 S Main St, Bel Air, MD 21014 (410) 838-8611

Personal information (Write legibly & fill out all fields)

Name (First, Last)			Today's Date
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Phone No.	E-mail Address		

Employment desired

Position	Date you can start
Are you currently employed? If so, may we contact your present employer?	Have you ever applied to this company before? If Yes, when?

Availability – please indicate days you are available to work.

Please note: You may be required to work an occasional evening, Monday or Sunday. The shop opens at 9:00 a.m. to customers – morning shift opens at 8:45 a.m. Shop closes at 5 p.m. to customers – shift closes when all duties are completed (generally between 5:45 p.m. and 6:30 p.m.) You must be prepared to stay until close of shift.

<input type="radio"/> Tuesday	<input type="radio"/> Wednesday	<input type="radio"/> Thursday	<input type="radio"/> Friday	<input type="radio"/> Saturday	If a student, indicate the time(s) you are available to work after school:
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Education History

	Name & Location of School	Years Attended	Did you Graduate?
High School			
College			
Other			



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Former Employment

Date Month & Year (list most recent first)	Name, Location & Phone No of Employer	Salary	Position	Reason for Leaving
From: To:				
Describe the tasks you performed and/or responsibilities you had at this job.				
From: To:				
Describe the tasks you performed and/or responsibilities you had at this job.				
From: To:				
Describe the tasks you performed and/or responsibilities you had at this job.				

References

Name	Address & Phone	Relation	Years Known

How long do plan on being employed at Tea by Two? _____ How many hours/week? _____

Pre-existing scheduling considerations? (holidays, vacations, do you play any after school sports?)



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How were you referred to Tea by Two? _____

Why do you want to work for Tea by Two? _____

Additional Information: List any other experience, training, qualifications, or skills which make you especially suited for the position:

Authorization

"I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on the application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give Tea by Two (the company) any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company for all liability for any damage that my result from utilization of such information. I also understand and agree that no representative of the company has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal & state laws"

Date	Signature