



APPLICATION FOR EMPLOYMENT

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

Join Our Team!

Tea by Two is a small, women owned business located in Bel Air, Harford County, Maryland. We are dedicated to providing our community with quality loose leaf tea, unique gifts and the ritual of tea time in a restorative and relaxing atmosphere. If you love working with people and have a passion for tea, we want to meet you!

All applicants must fill out our standard application form, which is available via our website, or our store. www.teabytwo.com/employment. You may return the completed application in person or email to: erin@teabytwo.com.

The following conditions are required of each applicant. Please do not apply if you cannot meet these requirements.

Commitment & Availability

We expect all applicants to be able to commit for a minimum of a full year availability. Specific availability can vary by position.

For all positions, the following is required:

- **WEEKENDS:** Weekends required (Minimum of 2 Saturdays per month and occasional Sundays)
- **HOLIDAYS:** Days before and after Thanksgiving, Christmas, and New Year's day are mandatory.
- **EVENINGS:** Occasional evening hours are required.
- Must be able to lift 30-40 lbs.
- Must be able to communicate effectively with management, coworkers, and customers.

The ideal candidate is a motivated person with a positive attitude and strong work ethic. Must be able to follow direction and work independently in a detail oriented manner. A thirst for learning is required (previous tea knowledge not required).



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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 10:00 a.m. to customers – morning shift opens at 9:30 a.m. Shop closes at 4 p.m. to customers – shift closes when all duties are completed (generally between 5:00 p.m. and 5:30 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, are you able to report to work at 2:30 p.m. or before?
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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 you plan on being employed at Tea by Two? _____ How many ours/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