



APPLICATION FOR EMPLOYMENT

Date ___/___/___ No. ___

ZenCha Tea Salon is an equal opportunity employer, dedicated to a policy of non-discrimination in employment 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, state, or provincial law.

I. PERSONAL INFORMATION

Name Last First Middle Social Security Number ___/___/___

Are you legally eligible for employment in the U.S.? Yes ___ No ___ Have you been convicted of a felony in the last seven years? Yes ___ No ___

Present Address Street City State Zip Code

Permanent Address Street City State Zip Code

Phone Number Daytime Evening Email

II. EMPLOYMENT DESIRED

Position: Manager ___ Service Staff ___ Other(please specify): ___ Salary/Wage desired ___

Date You Can Start ___/___/___

Specify hours available for each day of the week:

Sun	Mon.	Tue..	Wed.	Thu.	Fri.	Sat.	Available Hrs/Wk:

Are you able to work overtime? Yes ___ No ___

III. EMPLOYMENT HISTORY

Please list below your last three employers, starting with the most recent one first. Also include any non-paid or volunteer experience relating to the current position you are applying

1.

Employment Period	Employer Name	Position	Hrs./wk	Salary/Wage
___/___/___ to ___/___/___				Starting: _____ Ending: _____
Duties Performed				
1. 2. 3.				
Reason for Leaving			Supervisor's Name	Phone #

2.

Employment Period	Employer Name	Position	Hrs./wk	Salary/Wage
___/___/___ to ___/___/___				Starting: _____ Ending: _____
Duties Performed				
1. 2. 3.				
Reason for Leaving			Supervisor's Name	Phone #

3.

Employment Period	Employer Name	Position	Hrs./wk	Salary/Wage
___/___/___ to ___/___/___				Starting: _____ Ending: _____
Duties Performed				
1. 2. 3.				
Reason for Leaving			Supervisor's Name	Phone #

IV. EDUCATION

Name/Address	Years Completed	Did you Graduate?	Major & Degree Received
High School _____	_____	Yes ___ No ___	_____
College _____	_____	Yes ___ No ___	_____
Post College _____	_____	Yes ___ No ___	_____
Other Education Experience _____	_____	Yes ___ No ___	_____

V. REFERENCES

Please list two professional references below.

Name	Address	Phone #	Business	Relationship

VI. TELL US MORE ABOUT YOURSELF

1. ZenCha Tea Salon is dedicated to provide its employees a great work environment. What are important to you in a job (list in order of 1 to 5, where 1 = highest priority)?

- Advancement opportunity
 Salary/wage + perks
 An easy, relax and layback, low stress work environment
 Long-term employment
 Company culture and people
 Other(please specify):

2. What experience would you like to gain from your employment with ZenCha Tea Salon (list in order of 1 to 5, where 1 = highest priority)?

- Management (ex. Learn how to manage shift and be responsible for meeting result)
 Customer Service (ex: learn and share product knowledge to customers at a professional level)
 Marketing & Sales (ex: promote tea events, selling product to business accounts and maintain positive business relationship)
 Culinary Skills (ex: food/tea making and menu design and execution)
 An Easy Work Experience (ex.: a relax, casual and lay-back, low stress work style)
 Other (please specify):

VII. PERSONAL ATTRIBUTE & SKILLS

Please tell us why you should be considered to be hired into this company and what contribution you are able to bring to our professional team:

I hereby authorize ZenCha Tea Salon to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current/previous employer(s), and organizations contacted by ZenCha Tea Salon to provide any relevant information regarding my current/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 termination of employment. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of ZenCha Tea Salon. 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 ZenCha Tea Salon to hire me.

Date _____ Signature _____

*Please send this application with an updated resume to: ZenCha Tea Salon - HR Division, 982 N. High St. Columbus, OH 43201-2407

OFFICE USE ONLY – DO NOT WRITE BELOW

R1 _____

1	2	3	4	5	6	7	8	9	10
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R2 _____

1	2	3	4	5	6	7	8	9	10
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Trial Shift _____