



# 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:

Are you able to work overtime? Yes \_\_\_ No \_\_\_

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

## 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: _____
<b>Duties Performed</b>				
1. 2. 3.				
Reason for Leaving			Supervisor's Name	Phone #

2.

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

3.

Employment Period	Employer Name	Position	Hrs./wk	Salary/Wage
___/___/___ to ___/___/___				Starting: _____ Ending: _____
<b>Duties Performed</b>				
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
1	2	3	4	5	6	7	8	9	10
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1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10

R2 \_\_\_\_\_

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

Trial Shift \_\_\_\_\_