



# COFFEE HOUSE

1528 24th St. West / Billings, MT 59102 / 406.534.8822 / www.blackdogcoffeehouse.com

Please complete all requested information. Please use ink and print.

## general information

Today's date \_\_\_\_\_ Position you are applying for \_\_\_\_\_

Last name \_\_\_\_\_

First name \_\_\_\_\_ MI \_\_\_\_\_ Date available to work \_\_\_\_\_

Street address \_\_\_\_\_ Minimum pay desired \$ \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Please indicate the hours you are available:

mon	tues	wed	thurs	fri	sat	sun

Part-time     Full-time

## work experience

List your previous experience beginning with your most recent position:

**1.** Employer \_\_\_\_\_ Phone number \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_

Dates of employment from (M/Y) \_\_\_\_\_ to (M/Y) \_\_\_\_\_ Salary \$ \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**2.** Employer \_\_\_\_\_ Phone number \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_

Dates of employment from (M/Y) \_\_\_\_\_ to (M/Y) \_\_\_\_\_ Salary \$ \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**3.** Employer \_\_\_\_\_ Phone number \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_

Dates of employment from (M/Y) \_\_\_\_\_ to (M/Y) \_\_\_\_\_ Salary \$ \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

continued on next page

## employment inquiries

Have you ever been dismissed or forced to resign from any employment?

Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

## references

1. Reference (not related to you) \_\_\_\_\_ Telephone number \_\_\_\_\_

Job title \_\_\_\_\_

How are you acquainted and for how long? \_\_\_\_\_

2. Reference (not related to you) \_\_\_\_\_ Telephone number \_\_\_\_\_

Job title \_\_\_\_\_

How are you acquainted and for how long? \_\_\_\_\_

3. Reference (not related to you) \_\_\_\_\_ Telephone number \_\_\_\_\_

Job title \_\_\_\_\_

How are you acquainted and for how long? \_\_\_\_\_

## education

School	Please print name, city & state	No. of years completed	Degree	Type of course or major
College				
High school				
Additional				
Additional				

## why Black Dog Coffee House?

At Black Dog, we believe that hiring people with a passion for what they do is the key to our success. Please give a brief explanation why you would like to include Black Dog in your future.

\_\_\_\_\_  
\_\_\_\_\_

Please give an example of a goal you have set for yourself and have achieved.

\_\_\_\_\_  
\_\_\_\_\_

Where do you see yourself in 5 years?

\_\_\_\_\_  
\_\_\_\_\_

## applicant's statement

If I am employed, I agree to abide by the rules and regulations of Black Dog. I understand that my employment is at will. This means that I do not have a contract of employment for any particular duration or limiting the grounds for termination in any way. I am free to resign at any time; similarly, Black Dog is free to terminate my employment at any time for any reason. All of the information I have supplied in this application is a true and a complete statement of the facts, and if employed, any false statement or omission could result in immediate dismissal. I authorize you to contact all of my previous employers for full information regarding my employment history.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*This application will only be considered for three months. If you have not been hired within three months of filling out this application and you wish to continue to be considered for employment, you must fill out another application.*