



## APPLICATION FOR EMPLOYMENT

Sleepy Eye Coffee Company is a premiere venue known for premium coffee drinks, fresh baked goods and gourmet sandwiches located in the historic Pix Theater.

We pride ourselves in offering our guests a welcoming, friendly atmosphere. We are looking for motivated, friendly, hardworking individuals to join our team.

To be considered for employment, please complete the following form and return it with a *cover letter* explaining why you want to work with us and any special qualifications and experience you may have. Please feel free to attach a resume, but be sure to complete the entire application..

Applications may be submitted by email to [manager@sleepyeyecoffee.com](mailto:manager@sleepyeyecoffee.com) or delivered in person or by mail to:

121 Main Street West  
Sleepy Eye MN 56085

Thank you for your interest,

Adam and Karlyn Armbruster  
*Owners*  
*Sleepy Eye Coffee Co.*

Susan Romsdahl  
*Manager*  
*Sleepy Eye Coffee Co.*



# EMPLOYMENT APPLICATION

Please complete the entire application. The application must be fully completed to be considered.

## I. Employer Information

Employer	Sleepy Eye Coffee Company
Address	121 W Main Street
City/State/Zip	Sleepy Eye, MN 56085
Telephone	(507) 794-2739

It is the policy of Sleepy Eye Coffee Company to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

## II. Applicant Information

Applicant Full Name	
Home Address	
City/State/Zip	
Number of years at address	
Daytime phone	
Evening phone	
Email Address	

## III. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name	
Relationship to you	
Address	
City/State/Zip	
Phone number	

## IV. Position Details

Position you are applying for:	Hours desired per week	Salary Desired
		\$_____ per _____
Who referred you? Do you have any friends or relatives who work here? Please list.	Have you ever applied to our company previously? If yes, when?	Are you at least 14 years old?
Are you willing to work any shift, including nights and weekends? If no, please state limitations.		
If applicable, are you willing to work overtime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are offered employment, when would you be available to start?		
Are you legally eligible to work in the US?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to perform the essential functions of the job position you seek without accommodation? What, if any, accommodation might you request?		

## V. Education

List all schools attended, including high school, technical or vocational school, and college.

School Name	Years Attended	Degree Received	Major, if applicable	Honors/ awards/ special achievements

Are you a Certified Food Protection Manager (CFPM)?  Yes  No

List any additional special licenses or certificates held :

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## VI. Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name/ Address	Supervisor Name	Job Duties	Dates of Employment (month/year)	Reason for Leaving

Military Service?  Yes  No

Branch/ Specialized training? \_\_\_\_\_

## VII. Applicant's Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience	Ability or Rating	Additional Details
Customer Service		1 2 3 4 5	
Food Service		1 2 3 4 5	
Barista		1 2 3 4 5	
Cash Register		1 2 3 4 5	
Answering telephones		1 2 3 4 5	
Baking		1 2 3 4 5	

Other Skills: \_\_\_\_\_

## VIII. References

List any two non-relatives who would be willing to provide a reference for you.

Name	Street Address	Email	Phone	Relationship

Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

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### CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Sleepy Eye Coffee Company to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Manager, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

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APPLICANT SIGNATURE

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DATE

