



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION (Please print)				
Name	Last	First	Middle	Date (M/D/Y)
Other names you are known by _____ Are you less than 18 years of age? Yes ___ No ___ (Winans is required to comply with federal, state, or provincial law.)				
Present Address	Street	City	State/Province	Zip Code/Postal Code
Permanent Address	Street	City	State/Province	Zip Code/Postal Code
Phone Number	Daytime	Evening	Referred By	

EMPLOYMENT DESIRED (if you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)							
Position	Location	Salary Desired			Date You Can Start		
Specify the total number of hours that you would be available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Specify hours you will be unavailable due to practice, school or extracurricular activities	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
What season or time of year will your availability be affected by the above activities? _____							

EDUCATION				
	Name and Address of School	Circle Last Years Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post College		1 2 3 4	Y N	
Trade, Business, or Correspondence School		1 2 3 4	Y N	

List skills relevant to the position applied for _____

Have you ever visited a Winans location? Where? Describe your experience. _____

What do you like about coffee? _____

Why would you like to work for Winans? _____

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? _____

FORMER EMPLOYERS

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (M/D/Y)

1	From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
2	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
3	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
4	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	

REFERENCES

Give below the names of three professional references, whom you have known at least one year.

	Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?
1				
2				
3				

I hereby authorize Winans to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Winans to provide any relevant information regarding my current and/or 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 dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of any Winans location. 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 Winans to hire me. **(U.S. APPLICANTS ONLY: I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or Winans at any time without prior notice for any reason.**

Date _____ Signature _____

For Retail positions please submit this application at your nearest store location.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO HIRING A DIVERSE WORKFORCE.**