

# Application to play on Miss Ellie's Coffee.org Team

Welcome to Miss Ellie's Coffee.org. Our employees create an exciting and inspiring online shopping experience for our customers every day. We offer outstanding career opportunities, a competitive compensation and benefits package, and a dynamic and entrepreneurial work environment to grow your business experience and career. At Coffee.org, you can go as far as your talents and initiative will take you. During the next few years, we will be hiring many, technical staff partners, customer service partners, and marketing and production partners.

A diverse creative community and workplace benefit us all. Coffee.org is committed to recruiting, hiring, and promoting the best qualified applicants, as well as giving people of all backgrounds an opportunity to work and contribute to our company and community. We provide equal employment opportunities to all applicants for employment regardless of sex, race, color, creed, national origin, religion, age, marital status, pregnancy, physical, mental or sensory disability, sexual orientation, gender identity, or any other basis protected by federal, state or local law.

SHOULD YOU HAVE A NEED; COFFEE.ORG WILL PROVIDE A REASONABLE ACCOMMODATION TO COMPLETE THE APPLICATION UPON REQUEST.

By proceeding you are indicating that you have carefully read and understand the preceding statement.

The application process could take between 20 and 50 minutes depending on the position for which you are applying. Your application will remain active for 120 days.

Coffee.org is an Equal Opportunity Employer.

You may start and save this application if you need additional time to finish. Your answers will be saved 5 days.

Thank you for taking the time to let us know about you.

Sincerely, Ellie Glidewell, President, Coffee.org, Inc.

If this opportunity interests you, simply fill out the on-line application form below.

First Name:

Last Name:

E-mail address:

Address:

City:

County:

State:

Zip code:

Phone:

Alternate Phone:

Please complete the following skills profile, indicating proficiency and usage for skills already listed. Fill in any additional skills you feel are relevant in the blank fields provided below. (Provide a drop down Excellent, some, no experience)

Excel

Microsoft Word

Outlook

Internet Searching

Graphics Design

Copywriting

Spelling

Grammar

Order Entry Systems

Customer Service System

Order Processing

Pick, Packing and Shipping

Programming

Data Base Management

Website Design

Accounting

Inventory Management

Scheduling

If you could invite two people to lunch, who would you invite and why? (From the past or present.)

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Before beginning your employment application, we will ask you for your Social Security Number (SSN). Please make sure you enter the correct Social Security Number. If you are not sure of your correct SSN, or if you do not have an SSN, please leave this field blank.

SSN (ex: 123-45-6789):    -   -

Confirm SSN:            -   -

Please provide us with information about your prior employment history. Please be as accurate as possible as you may be asked to verify some of this information.

\*How many jobs have you held over the last 5 years?

- 1
- 2
- 3
- 4
- 5
- 6
- 7 or more

What would your Grandmother say about you?

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List your last three employers, beginning with the current or most recent. Please provide this information even if you are submitting your resume. You may include military service, verified work performed on a volunteer basis, or community activities if skills or experience acquired relate to the position in which you are interested.

**Please enter the following information starting with your current or most recent position:**

Company Name:

Job Title:

City:

State:

Country:

**Name of your last or current supervisor:**

First Name:

Last Name:

Phone Number:

May we contact this employer?

- Yes
- No

Month & Year when you started this job?

/

What was your starting hourly wage?

\$

Are you still employed with this employer?

- Yes
- No

What was your hourly wage when you left?

How much of your total wage is/was based on sales commissions, bonuses or tips?

- None
- Less than 10%

- 10% to 25%
- 26% to 50%
- More than 50%

How would your supervisor rate your performance in this job?

- I do not know
- Poor or below average
- Acceptable or average
- Superior or above average
- Exceptional or among his/her top employees

Do you have any additional employment history entries?

- Yes
- No

**Please answer the following general questions about your work experience.**

What is the longest time you have spent working for a single company?

- None, I have not been previously employed
- Less than 3 months
- 3 to 12 months
- 1 to 3 years
- 4 to 5 years
- More than 5 years

Have you ever been terminated or asked to resign from a job for any of the following reasons (check all that apply)?

- Work performance
- Absenteeism or tardiness
- Conflict with supervisor
- Conflict with coworkers
- Violation of company policies or rules
- Other
- Never been terminated or asked to resign

If we contacted your previous employers, would all of them be willing to hire you again?

- Yes
- No
- I don't know
- This is my first job

Have you ever been formally disciplined for performance problems by an employer?

- Yes, more than once
- Yes, but only once
- No

Have you been given any formal awards for outstanding work performance such as employee of the month, rewards for exemplary customer service, teamwork or work quality, or formal recognition for perfect attendance?

- Never
- Once
- Twice
- Three times or more

Please provide us with information for up to three references. Do not list members of your family as references.

Please enter information for your first reference:

First Name:

Last Name:

City:

State:

Country:

Relationship:

- Current or Former Manager/Supervisor
- Current or Former Co-Worker
- Close Friend
- Current or former teacher/coach
- Other

Primary Phone:

How many years have you known this person?

- Less than 6 months
- 6 or more months, but less than 12
- 1 or more years, but less than 3
- 3 or more years, but less than 5
- 5 or more years, but less than 10
- 10 or more years

Do you know anyone who currently works for Coffee.org or who used to work for Coffee.org in the past?

- Yes
- No

If yes, please indicate his/her name:

First Name:

Last Name:

Is he/she a current employee or former employee?

- Current employee
- Former employee

The following questions ask about activities or experiences relevant to one or more jobs at our company. Some of these questions may seem less relevant to the specific work you are seeking. However, we request you answer all of them as they can help us gain insight into how your background and experience relates to different potential jobs openings at our company.

Do you surf the Internet?

Yes

No

How many hours a week are you online?

1-5 hours

6-10 hours

Over 10 hours

Do you use Twitter or Facebook?

If yes, what is your address?

Do you use instant message at home?

Yes

No

Do you use text message on your phone?

Yes

No

Have you ever sold products on EBay?

How many?

Have you ever bought on EBay?

How Many?

What are your favorite retail websites?

Why?

Are you available to work swing shifts?

- Yes
- No
- Sometimes

Are you available to work overnight shifts?

- Yes
- No
- Sometimes

Will you need relocation assistance in moving to Arkansas.

- Yes
- No

I am a good counter.

- Yes
- No
- Sometimes

Do you consider yourself an (check as many as you like)

Artist

Computer Geek

Nurse

Engineer

Analyst

Rocket Scientist

Other

Can you accurately read, record, and update detailed information using excel computer spreadsheets?

- Yes
- No

Are you comfortable following procedures and guidelines required by your job?

- Yes
- No

Do you organize tasks to finish your work on time?

- Yes
- No

Math was one of my best subjects in school

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

Do you switch easily between different tasks when asked to do so?

- Yes
- No

Have you installed, or repaired computer programs.

- Yes
- No

Can you use a computer to send and receive e-mail and to write documents?

- Yes
- No

Do you know what VOIP is?

Yes

No

Are you comfortable speaking and working with customers and co-workers who are different from you?

- Yes
- No

When are you available to start working?

- Immediately
- Specific Date

Are you technically inclined.

- Yes
- No

## What type of position are you seeking?

- Seasonal position (I want to work here for the next 4 to 12 weeks)
- Seasonal Holidays (Thanksgiving and Christmas)
- Short-term temporary position (I want to work here for the next 3 to 6 months)
- Stable position (I want to work her for 1 to 3 years, perhaps more)
- Career position (I want to work here for at least 3 years, and possibly much longer)
- None of the above

## What kind of work status are you looking for? (Check all that apply)

Full-time

Part-time

On-call

## What is the maximum number of hours you want to work each week?

- More than 50 hours per week
- No more than 50 hours per week
- No more than 40 hours per week
- No more than 20 hours per week
- No more than 10 hours per week

## What kind of work are you looking for? (Check all that apply)

- Computer Programming
- Technical Assistant
- Marketing
- Warehouse Management
- Production Partner
- Customer Service
- Accounting, financial
- Content and copy writer
- Driver and Delivery person
- Outside salesperson
- Inside Salesperson

How often are you willing to work evenings (after 5 pm)

- Frequently (all or most work days)
- Occasionally (up to 3 nights a week)
- Rarely (up to 1 night a week)
- Never

How often are you willing to work weekends (Saturdays and/or Sundays)?

Coffee.org will make reasonable accommodations for religious practices.

- Frequently (all or most weekends)
- Occasionally (2 or 3 times a week)
- Rarely (no more than once a month)
- Never

Do you have any trips, activities, or vacation plans that will limit your work availability over the next 6 months?

- No
- Yes, there are several days over the next 6 months I will not be available to work
- Yes, there are 1 or 2 weeks over the next 6 months when I will not be available to work
- Yes, there are 3 to 4 weeks over the next 6 months when I will not be available to work
- Yes, that are more than 4 weeks over the next 6 months when I will not be available to work

You love to be with people

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You like to plan things before you start to do them

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

Do you know what ROI means

Yes

No

You are proud of the work you do at school or on a job

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

It bothers you a long time when someone is unfair to you

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

English was one of my best subjects in school

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You agree with people more than you argue

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

When people make mistakes, you correct them

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You are comfortable in giving bad news

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

People who talk all the time are annoying

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You work best at a slow but steady speed

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

Many people cannot be trusted

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You have to give up sometimes on things that you start

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You avoid arguments as much as possible

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You hate to give up if you can't solve a hard problem

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You know when someone is in a bad mood, even if they don't show it

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You ignore people you don't like

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You keep calm when under stress

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

When your friends need help, they call you first

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You don't care what people think of you

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

When you go someplace, you are never late

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You are careful not to offend people

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You could describe yourself as “tidy”

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

When someone treats you badly, you ignore it

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You chat with people you don't know

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You are comfortable in giving good news

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You would rather work on a team than by yourself

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

People are often mean to you

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You do not like small talk

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

People in the southwest are more honest than other parts of the country

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You've done your share of troublemaking

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You are a friendly person

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You criticize people when they deserve it

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You do things carefully so you don't make mistakes

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

You could not deal with difficult people all day

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

Have you ever been involved in a work situation that involved yelling, fighting, or physical contact?

- Yes
- No

Please provide your emergency contact information below: (Please enter First and Last Name)

Please enter in your emergency contact's phone number:

Do you use drugs illegally?

- Yes
- No

How lucky in life do you consider yourself to be on a scale from 1-10? (Drop down)

Example: 1= "I don't know why, but bad things always seem to happen to me."

5= "I'm about as lucky as the average person."

10= "I don't know why, but good things always seem to happen to me."

Why are you applying for work at Coffee.org?

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What is craziest thing you have ever done?

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If hired, would you have a reliable means of transportation to and from work?

- Yes
- No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age)

- Yes
- No

If hired, can you present evidence of the U.S. citizenship or proof of your legal right to live and work in this country?

- Yes
- No

**Education, Training, and Experience**

School	Name and Address	No. of years Completed	Did you graduate?	Degree or Diploma
High School	_____ Name _____ Address _____ City                      State                      Zip	_____	Yes    No	_____
College/ University	_____ Name _____ Address _____ City                      State                      Zip	_____	Yes    No	_____
Vocational/ Business	_____ Name _____ Address _____ City                      State                      Zip	_____	Yes    No	_____

**Background Investigation Authorization and Release**

1. I understand and agree that the Company may conduct an investigation into my background for the purposes of verifying the information I have furnished in my application for employment, related papers and/or oral interviews or making other employment related decisions affecting me, including, but not limited to, information from previous employers, references, school records, driving records, and any criminal

records. I further understand and agree that the Company may engage the services of a third party service provider.

2. I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, court, financial institution, or other persons or organizations having knowledge about me to furnish the Company to use in connection with my application for or retention of employment, or any other employment-related decisions affecting me.
3. I also agree to execute upon hiring, as a condition of employment or a condition of continued employment, a confidentiality agreement , company secrets and non-compete agreement.
4. I understand and agree that, if required, I will submit to fingerprinting and take all the necessary steps to allow the Company to obtain criminal history information, including that related to sexual offenses, from the Federal Bureau of Investigations and/or other governmental agencies and organizations.
5. Further, I hereby release from liability and hold harmless all persons, companies, public entities, and any other organizations or entities, as well as the Company and its employees, agents, or representatives from any and all causes of action that might arise from supplying, receiving, and using information about me pursuant to this Authorization and Release.
6. I understand that falsification of any data provided in my application for employment, related papers and/or oral interviews, or information which may be discovered as a result of any background investigation the Company may undertake pursuant to this Authorization and Release, may resulting refusal of employment, or if employed, termination from employment.
- 7.
8. A photocopy of facsimile of the Authorization and Release shall be valid as the original.

_____	____/____/____
Applicant Name (First-Middle-Last Name)	Date of Birth
____-____-____	_____
Social Security Number	Maiden Name
	Male/Female

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Current Address  
Code

City & State

Zip

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Drivers License #

State

Prospective Employer

Applicant's Signature \_\_\_\_\_

Date

**Please Read Carefully, Initial Each Paragraph, and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associates from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the

foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_

Date                      Applicant's Signature

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

- Yes
- No

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

