



# BATDORF & BRONSON

COFFEE ROASTERS®

## Application for Employment

*Batdorf and Bronson Roasters is an equal opportunity employer with a standing policy of non-discrimination. This means that all qualified persons are accorded an equal opportunity for employment or promotion without regard to ethnicity, religion, national origin, disability, marital status, gender, sexual orientation, age, or other characteristic protected by applicable federal, state or local law.*

### *Personal Information:*

Name:	Date:
Mailing Address (include City, State, Zip)	
Home Phone:	Cell Phone:
Referred By:	

### *Employment Desired:*

Position:
Date you can begin:
How many hours per week would you like to work:
Are you available to work; evenings____, mornings ____, weekends ____.
Are you looking for long-term employment?
Are you able to provide proof of legal eligibility to work in the US?

*Specify Currently Available Hours:*

Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.

*Education:                      Name & Location                      Subjects*

High School:		
College:		
Other:		

Special Study or Other Education	
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Activities:	
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*Professional References: (Please list two)*

Name	Phone & Address	Years Known

Former Employers: (Please list previous employers, starting with most recent)

Dates	Employer: include phone, address, and contact person.	Position	Reason for Leaving

Which job did you enjoy the most, and why?

If you are familiar with Batdorf & Bronson, why would you like to work here? If you are not familiar with B&B, why would you like to work in the coffee industry?

Do you drink coffee? What do you like or dislike about coffee?

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What qualities could you bring to this position?
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Please describe your ideal work environment:
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I certify that my answers are true and complete to the best of my knowledge. I understand and agree that the position[s] I am applying for are on an “at will” basis, meaning that either the Company or I may end any employment relationship with or without notice and with or without cause. I also understand and agree that the at will nature of employment with Batdorf and Bronson may only be changed by a written agreement signed by an authorized Company official. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**BATDORF & BRONSON**  
COFFEE ROASTERS®

October 15, 2018

As our Company grows, we become subject to additional governmental regulations. One such regulation now requires us to report the gender and race / ethnicity of our employees to a federal agency – the Equal Employment Opportunity Commission (“EEOC”). The EEOC instructs that we are required to allow employees to self-identify in providing this information. We are therefore asking that you complete the form below.

Completion of this form is voluntary. There are no employment related consequences whether you complete this form or not, or based on how you complete the form. The information provided is confidential and will not be used for any purpose other than making the required report to the EEOC.

This data is for periodic government reporting and will be stored in a Confidential manner.

If you choose not to self-identify your race / ethnicity at this time, the federal government requires Batdorf & Bronson to determine this information by visual survey and/or other available information.

NAME: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

GENDER:  
(Please check one of the options below)

MALE

FEMALE

Preferred Pronouns: \_\_\_\_\_



## **BATDORF & BRONSON** COFFEE ROASTERS®

### **Race / Ethnicity:**

*The categories listed below are the only options available for federal reporting purposes.*

- Hispanic / Latino** (A person of Cuban, Mexican, Puerto Rican, South or Central American descent, or other Spanish culture or origin, regardless of race).
  
- White** (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
  
- Black or African American** (not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
  
- Native Hawaiian or Pacific Islander** (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
  
- Asian** (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
  
- Native American or Alaska Native** (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
  
- Two or more races** (Not Hispanic or Latino): All persons who identify with more than one of the above five races.
  
- I do not wish to disclose.**