

# JB's Coffee & Kitchen

2092 Grand Island Blvd · Grand Island, NY 14072 · Open Daily 7am – 4pm · patrick@jbscoffeekitchen.com

## Employment Application

*JB's Coffee & Kitchen is an Equal Opportunity Employer. All qualified applicants receive consideration without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, military status, or any other protected characteristic.*

### 1 POSITION INFORMATION

#### Position(s) applying for:

Counter / Front of House    Kitchen / Back of House    Either / Open

#### Availability:

Full-Time (30+ hrs/wk)    Part-Time (under 30 hrs/wk)    Either

#### Available Start Date:

#### Desired Pay Rate (optional):

#### Days Available (check all):

Mon    Tue    Wed    Thu    Fri    Sat    Sun

#### Earliest Start Time:

#### Latest End Time:

#### How did you hear about this opening?

Facebook / Instagram    Word of mouth    Sign at the shop    Indeed / job board

#### Other:

### 2 PERSONAL INFORMATION

First Name  M.I.  Last Name  Preferred / Nickname

Street Address  Apt / Unit

City  State  ZIP  County

Primary Phone  Alternate Phone

Email Address

#### Legally authorized to work in the United States?

Yes    No

*Employment is contingent on I-9 verification on or before first day of work.*

#### Are you 18 years of age or older?

Yes    No

*Applicants under 18 must provide valid NYS working papers before beginning work.*

#### Do you have a valid Food Handler / Food Protection Certificate?

Yes    No    In progress

#### If yes — Issuing agency:

Exp

3 WORK HISTORY (most recent first — up to three positions)

Position 1

Employer Name

Your Job Title

City / State

Dates (From)

To

Reason for Leaving

Primary duties:

May we contact this employer?

Yes

No

Not yet

Supervisor

Phone

Position 2

Employer Name

Your Job Title

City / State

Dates (From)

To

Reason for Leaving

Primary duties:

May we contact this employer?

Yes

No

Not yet

Supervisor

Phone

Position 3

Employer Name

Your Job Title

City / State

Dates (From)

To

Reason for Leaving

Primary duties:

May we contact this employer?

Yes

No

Not yet

Supervisor

Phone

#### 4 EDUCATION & CERTIFICATIONS

**Highest education completed:**

Some high school      HS diploma / GED      Some college      Associate degree      Bachelor's or higher

**Field of study (optional):****Relevant certifications / training (ServSafe, barista, culinary school, etc.):**

#### 5 SKILLS & EXPERIENCE

**Coffee / Espresso experience:**

No experience      Home/hobby      Some café work      Trained barista      Lead barista / trainer

**Food preparation / kitchen experience:**

No experience      Home cooking      Counter / QSR      Full-service kitchen      Lead cook

**Cash handling / POS experience:**

None      Basic register      POS system (Toast, Square, etc.)      Cash management / closing

**Customer service experience:**

None      Some retail / service      Significant front-of-house experience

**Other relevant skills (languages, dietary knowledge, etc.):**

#### 6 PHYSICAL REQUIREMENTS

This role requires standing for most of a shift (6–9 hrs), lifting up to 50 lbs, working a round hot equipment, and frequent direct guest interaction at counter-service pace. Reasonable accommodations are available.

**Can you perform these essential functions with or without reasonable accommodation?**

Yes      No      Yes, with accommodation

**If accommodation needed, please describe:**

#### 7 PROFESSIONAL REFERENCES (non-family, two minimum)

**Reference 1**

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| Full Name            | Relationship         | Phone                | Email (opt.)         |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Reference 2**

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| Full Name            | Relationship         | Phone                | Email (opt.)         |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Reference 3**

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| Full Name            | Relationship         | Phone                | Email (opt.)         |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**8 ADDITIONAL INFORMATION****Why do you want to work at JB's Coffee & Kitchen?****Is there anything else you'd like us to know?****9 CERTIFICATION & SIGNATURE**

I certify that all information provided is true, accurate, and complete. Any false statement or omission may result in disqualification or, if discovered after hire, immediate termination.

I authorize JB's Coffee & Kitchen to contact my references and former employers (unless marked otherwise) and to verify any information I have provided.

I understand this application is not a contract of employment, that any employment offer is at-will, and that any conditional offer may be contingent on successful I-9 work authorization verification.

**Signature (type full name as electronic signature):****Date:****Printed Name:****For Office Use Only**

Date received:

Reviewed by:

Status:

Interview scheduled

Hold

Not moving forward

Notes: