

**Ka'u Coffee Mill, LLC**

**EMPLOYMENT APPLICATION**

PLEASE COMPLETE ALL PORTIONS OF THIS FORM

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MI

ADDRESS \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_

PHONE NUMBER(S) \_\_\_\_\_  
HOME CELL OTHER

WHEN AVAILABLE? \_\_\_\_\_ EMPLOYMENT DESIRED CIRCLE ONE FULL TIME PART TIME EITHER

HAVE YOU EVER APPLIED FOR EMPLOYMENT HERE BEFORE? \_\_\_\_\_

HAVE YOU EVER WORKED FOR KA'U COFFEE MILL OR KA'U FARMS, LLC BEFORE? \_\_\_\_\_

IF YES, LIST DATES: \_\_\_\_\_

EDUCATION	NAME	LOCATION	YEARS COMPLETED	MAJOR/DEGREE
HIGH SCHOOL				
COLLEGE				
OTHER				

WORK EXPERIENCE	PRESENT EMPLOYER	PREVIOUS EMPLOYER	PREVIOUS EMPLOYER
COMPANY NAME			
SUPERVISOR NAME			
COMPANY PHONE			
DATES OF EMPLOYMENT			
POSITION HELD			
REASON FOR LEAVING			

MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

\_\_\_\_\_  
\_\_\_\_\_

PERSONAL REFERENCES			
NAME	RELATIONSHIP TO YOU	PHONE NUMBER	YEARS KNOWN

CERTIFICATION AND WAIVER: I UNDERSTAND AND AGREE THAT:

THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT. IF OFFERED EMPLOYMENT, MY EMPLOYMENT IS AT-WILL AND CAN BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE BY MYSELF OR THE COMPANY. IF EMPLOYED, I UNDERSTAND THAT THE COMPANY MAY UNILATERALLY CHANGE OR REVISE THEIR BENEFITS POLICIES AND PROCEDURES AND SUCH CHANGES MAY INCLUDE A REDUCTION IN BENEFITS.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT THE MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL AT ANY TIME WITHOUT ANY PREVIOUS NOTICE. I HEREBY GIVE THE COMPANY PERMISSION TO CONTACT SCHOOLS, PREVIOUS EMPLOYERS (UNLESS OTHERWISE INDICATED), REFERENCES, AND OTHERS.

I MAY BE REQUIRED TO SUBMIT TO PRE-EMPLOYMENT DRUG TESTING AND HEREBY CONSENT TO SUCH TESTING. I UNDERSTAND THAT CONTINUED EMPLOYMENT IS BASED ON SUCCESSFUL PASSING OF TESTING UNDER SUCH POLICY. I AUTHORIZE THE PHYSICIAN OR LABORATORY CONDUCTING SUCH EXAMINATION TO DISCLOSE THE RESULTS OF THE EXAMINATION TO THE COMPANY IN ACCORDANCE WITH STATE AND FEDERAL LAWS.

I FURTHER UNDERSTAND THAT MY EMPLOYMENT WITH THE COMPANY SHALL BE PROBATIONARY FOR A PERIOD OF THIRTY (30) DAYS.

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

KAY COFFEE MILL, LLC IS AN EQUAL OPPORTUNITY EMPLOYER. WE ADHERE TO A POLICY OF MAKING EMPLOYMENT DECISIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, CITIZENSHIP, AGE, DISABILITY, OR ANY OTHER PROTECTED CLASS.

Interview Scheduled:	_____
References Verified:	_____
Employment Offered:	_____
Start Date:	_____
ROP:	_____
Position:	_____
Supervisor Signature:	_____