



Higher Grounds

APPLICATION FOR EMPLOYMENT

OFFICIAL USE ONLY

DATE RECEIVED:

REVIEWED BY:

COMMENTS:

Higher Grounds provides equal employment opportunity to all qualified persons, and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please -

- Complete all items on the application, even if the information is included on your resume or other documents submitted by you.
- Sign and date your application
- Specify the exact title of the position in which you are interested.
- Type or print all requested information.
- Attach a resume to this application and if you wish, a cover letter.
- Submit your application to Tessa@highergrounds.me or drop off at 45 Wharf Street.

Position Applying For:

Barista

Full-time
*Requires 4 days/week or
30 hours minimum*

Part-time
*Requires 3 days/week or
20 hours minimum*

NAME	PHONE
ADDRESS	
EMAIL ADDRESS	

Are you legally eligible to work in the USA?

Yes No

Have you ever applied to or worked at Higher Grounds before?

Yes No

Have you ever been convicted of a felony?

Yes No

Are you willing to submit to a criminal history record check including fingerprinting as required for Adult Use Marijuana establishments in Maine state law?

Yes No

Desired wage per hour:

AVAILABILITY

Higher Grounds is open almost every day of the year, excluding Thanksgiving, December 25th, and select others. Being a member of our team **REQUIRES** that you are available to work on weekends and holidays, which are our busiest days and require our highest staffing levels.

Part-time employees must be available a minimum of 3 days per week , for a minimum of 7 consecutive hours each of those 3 days. *This does not guarantee that you will receive 21 hours / 3 days of work each week, but you must have availability to be scheduled for a minimum of 21 hours / 3 days each week.*

Full-time employees must be available a minimum of 4 days per week, for a minimum of 7.5 consecutive hours each of those 4 days. *This does not guarantee that you will receive 30 hours / 4 days of work each week, but you must have availability to be scheduled for a minimum of 30 hours / 4 days each week.*

- Are you available 3 days per week, every week?: Yes No
- Are you available 4 days per week, every week?: Yes No
- Are you available to work weekends?: Yes No
- Are you available to work holidays? Yes No
- Are you available to work during school vacations?: Yes No

We generally have 3 shifts per day. Shift start and end times are subject to change based on staffing needs. Please indicate your availability below.

	MON	TUES	WED	THUR	FRI	SAT	SUN
Opening 6:30AM - 12:30PM	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Midshift 9AM - 5PM	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Closing 12PM - 7PM	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Other - Specify if you have other 5-8 hour blocks available.							

Do you have any upcoming availability changes (seasonal job, school schedules, traveling plans, etc.)? Please describe in detail.

I agree to all availability terms listed above. I understand that time off requests are not guaranteed. I understand there is a high level of commitment required of all Higher Grounds employees, and agree that maintaining 20 hours of work availability per week is a requirement of the job.

Print Name: _____

Sign: _____

Date: _____

EMPLOYMENT HISTORY -- START WITH MOST RECENT

MOST RECENT EMPLOYER			
SUPERVISOR NAME AND PHONE			TOTAL LENGTH OF EMPLOYMENT
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE		
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

EMPLOYER			
SUPERVISOR NAME AND PHONE			TOTAL LENGTH OF EMPLOYMENT
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE		
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

EMPLOYER			
SUPERVISOR NAME AND PHONE			TOTAL LENGTH OF EMPLOYMENT
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE		
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

EMPLOYER			
SUPERVISOR NAME AND PHONE			TOTAL LENGTH OF EMPLOYMENT
ADDRESS		SUPERVISOR EMAIL	
START DATE	END DATE		
RESPONSIBILITIES:			
REASON FOR LEAVING:			

MAY WE CONTACT? YES NO

HAVE YOU EVER BEEN DISCHARGED, OR ASKED TO RESIGN, FROM A POSITION OF EMPLOYMENT? YES NO

PLEASE LIST 4 REFERENCES -- NOT FAMILY

NAME	RELATIONSHIP	PHONE or EMAIL
NAME	RELATIONSHIP	PHONE or EMAIL
NAME	RELATIONSHIP	PHONE or EMAIL
NAME	RELATIONSHIP	PHONE or EMAIL

EDUCATION

SCHOOL	DEGREE EARNED	LOCATION
SCHOOL	DEGREE EARNED	LOCATION
SCHOOL	DEGREE EARNED	LOCATION

SPECIAL CERTIFICATIONS OR TRAINING:

IN ADDITION TO YOUR WORK HISTORY AND EDUCATION, ARE THERE ANY OTHER SKILLS, QUALIFICATIONS, OR EXPERIENCE WE SHOULD CONSIDER?

PLEASE TELL US WHY YOU ARE THE BEST FIT FOR THIS JOB.

WHAT MOTIVATES YOU?

WHAT ARE YOU HOPING TO LEARN DURING YOUR TIME WITH HIGHER GROUNDS?

I certify that the facts set forth in this application are true, complete, and correct to the best of my knowledge. I understand that any misrepresentations, falsifications, or omissions on this application can be grounds for rejection of my application or, if I am employed by this company, for my immediate termination from employment. I authorize Higher Grounds to make any necessary inquiries and investigations into my education, military, or employment history. I further authorize, unless otherwise indicated on this application, the release of my information to Higher Grounds by any of the schools, services, or employers listed on this application.

SIGNED X	DATE
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IN ADDITION TO THIS APPLICATION, PLEASE ATTACH A TYPED RESUME.

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