



# Job Application

5700 Churchland Blvd.  
Portsmouth, VA 23703  
757-483-1483

Applicant Name: _____	Today's Date: _____	
Home Phone: _____	Cell Phone: _____	other: _____
Address: _____	City/State: _____	Zip: _____
E-mail Address: _____	Emergency Contact: _____	Phone: _____

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How were you referred to JoJack's? \_\_\_\_\_

Why did you apply at JoJack's? \_\_\_\_\_

What Position are you applying for? (circle any) Barista \* Kitchen \* Prep \* Barista & Kitchen \* Manager

What hours are you available to work: (circle any) Full time Flexible \* Part time AM \* nights & Weekends \*

List the hours you are available for FALL-SPRING: \_\_\_\_\_

List the hours you are available for SUMMER: \_\_\_\_\_

How Many hours are you available to work each week: (circle one) 15-20 20-25 25-30 full flexible

Are you available to work on Holidays: \_\_\_\_\_ Explain: \_\_\_\_\_

Do you attend School or College? Y/N Explain: \_\_\_\_\_

What is your class schedule? \_\_\_\_\_

Will you be available to work during school breaks? Y/N Explain: \_\_\_\_\_

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Do you have reliable Transportation to / from work? Y/N If no, Explain: \_\_\_\_\_

Explain how you will be able to get to work on time: \_\_\_\_\_

Are you over the age of 18? Y/N If no, what is your age? \_\_\_\_\_

If hired, would you be able to present evidence of your U.S. citizenship or proof of legal right to work in the US? Y/N

If hired, are you willing to pass a controlled substance test? Y/N

Have you ever been convicted of a criminal offense? (felony/ misdemeanor) Y/N

If yes, please state the nature of the case: \_\_\_\_\_ Resolved? Y/N

Are you able to perform the essential functions of the job you are applying for? Y/N

If no, please describe the functions that cannot be performed: \_\_\_\_\_

<p>*****</p> <p>Explain Customer Service: _____</p> <p>_____</p> <p>What would you do if your replacement co-worker does not show up when it is time for you to go home?</p> <p>_____</p> <p>_____</p> <p>What would you say to a customer who does not like their food?</p> <p>_____</p> <p>_____</p> <p>Explain Team work: _____</p> <p>_____</p> <p>*****</p> <p><b>Past work experience:</b></p> <p>Company: _____ Dates employed: _____ to _____</p> <p>Why Did you leave: _____ Did you give a notice? _____</p> <p>May we contact this employer? Y/N Contact Name: _____ Phone: _____</p> <p>_____</p> <p><b>Past work experience:</b></p> <p>Company: _____ Dates employed: _____ to _____</p> <p>Why Did you leave: _____ Did you give a notice? _____</p> <p>May we contact this employer? Y/N Contact Name: _____ Phone: _____</p> <p><b>Past work experience:</b></p> <p>Company: _____ Dates employed: _____ to _____</p> <p>Why Did you leave: _____ Did you give a notice? _____</p> <p>May we contact this employer? Y/N Contact Name: _____ Phone: _____</p> <p>_____</p> <p>*****</p> <p><b>Please list any Personal References or past volunteer experience:</b></p> <p><b>Name:</b> _____ <b>Phone:</b> _____</p> <p><b>How are you associated?</b> _____ <b>How long?</b> _____</p> <p><b>Explain:</b> _____</p> <p>_____</p>
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<p><b>Please list any Personal References or past volunteer experience:</b> <b>Name:</b> _____ <b>Phone:</b> _____ <b>How are you associated?</b> _____ <b>How long?</b> _____ <b>Explain:</b> _____</p>
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