



## **Employment Application**

Black Mesa Coffee Company  
Albuquerque International Sunport  
2200 Sunport Blvd. SE  
Albuquerque, NM 87106  
Phone 505-842-4305 Fax 505-842-7082

### **Our History:**

Black Mesa Coffee Company was founded in 1997, a specialty coffee and sandwich café located in the Albuquerque, NM airport.

### **Mission Statement:**

It is the mission of the Black Mesa Coffee Company, and its employees, to provide fast, efficient customer service in conjunction with quality food and beverages in a profit structure that promotes fairness, equability, and job satisfaction.

### **Our Vision Statement:**

It is the vision of Black Mesa Coffee Company to be a renowned, competitive player in the specialty coffee café business by expanding locations both locally and nationally, while providing employees with a work environment offering career opportunity and vested ownership.

### **As part of the Black Mesa team, you will enjoy:**

A progressive compensation and benefit package; a profit sharing program; occasional bonus program; discounts on coffee and other products; understanding of schedule needs with advance notice and much, much more!

### **Time for a change? We provide opportunities to:**

Develop your skills, further your career and achieve your goals. Do you share our passion for success? Do you share our passion to provide excellent customer service? Think of the possibilities, be part of the bottom line.

### **A place to be somebody:**

In addition to making the best coffee and sandwich items in the business, Black Mesa Coffee Company is the best employer in the business. We believe that everyone who works for us is part of the Black Mesa family. Everyone matters and is part of the team! We take our commitment to each other and every employee very seriously. Everything you do while at work represents the Black Mesa Coffee Company.

### **Making Black Mesa better by making you better:**

Black Mesa is committed to being the best in the business. We know that we can't be the best unless our employees are the best. For this reason training and continuous improvement is a part of our commitment to each other. We strive to have the tools and feedback to meet our goals. If you commit to making Black Mesa the best, Black Mesa will make the same commitment to you.

### **Black Mesa is an Equal Opportunity Employer:**

The company will consider applications for all positions without regard to race, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The company is an equal opportunity employer. All applications may be subject to pre-employment drug testing.

**Please read carefully – Print clearly – Answer all questions**

The questions on this form are asked to allow us to thoroughly evaluate your ability and chance for success in the position for which you are applying. Every effort has been made to comply with applicable Federal and State laws.

Date of Application:

**Referral Sources:**

- Advertisement
- Employment Agency
- Government Employment Agency
- Black Mesa Coffee Company
- Relative
- Other
- Walk-In

**Work Shift Availability:**

- Monday \_\_\_\_\_
- Tuesday \_\_\_\_\_
- Wednesday \_\_\_\_\_
- Thursday \_\_\_\_\_
- Friday \_\_\_\_\_
- Saturday \_\_\_\_\_
- Sunday \_\_\_\_\_

Referring Person(s) Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Personal Information:**

**Please provide the last five years of residence history. Begin with your present address.**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Date you can start? \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Prior Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Prior Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Employment Desired:**

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_ Shift Desired: **AM or PM**  
Are you currently employed? **Yes or No** If so, may we inquire of your present employer? **Yes or No**  
*Present Employer Name:* \_\_\_\_\_ *Phone Number:* \_\_\_\_\_ *Supervisor's Name:* \_\_\_\_\_  
Ever applied or worked at Black Mesa before? **YES or NO** If applied, when: \_\_\_\_\_  
If worked, dates of employment: \_\_\_\_\_

### Employment History:

List the last 10 years of employment, including assignments, or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

In order to verify your current and/or prior employment, it is **extremely important** to include the name of supervisor(s) and the phone number of the establishment(s).

Employer:	Phone number:	Address:
Job title:	Name of Supervisor:	
May we contact them? <b>Yes or No</b>	Reason for Leaving:	
Dates employed: From: _____ to _____	Starting Salary:	Ending Salary:
Work performed and job responsibilities:		

Employer:	Phone number:	Address:
Job title:	Name of Supervisor:	
May we contact them? <b>Yes or No</b>	Reason for Leaving:	
Dates employed: From: _____ to _____	Starting Salary:	Ending Salary:
Work performed and job responsibilities:		

Employer:	Phone number:	Address:
Job title:	Name of Supervisor:	
May we contact them? <b>Yes or No</b>	Reason for Leaving:	
Dates employed: From: _____ to _____	Starting Salary:	Ending Salary:
Work performed and job responsibilities:		

Employer:	Phone number:	Address:
Job title:	Name of Supervisor:	
May we contact them? <b>Yes or No</b>	Reason for Leaving:	
Dates employed: From: _____ to _____	Starting Salary:	Ending Salary:
Work performed and job responsibilities:		

### Education History:

Grammar School:	Years Attended:	Graduate:
<i>High School:</i>	<i>Years Attended:</i>	<i>Graduate:</i>
College:	Years Attended:	Graduate:
Other Schools:	Years Attended:	Graduate:
Trade Schools:	Business Schools:	
Correspondence Schools:		
Certificates or Certifications:		
Continuing Education Classes:		

### Certification of accuracy and authorization for the release of information:

I certify that the information I provided is true, correct and complete in all material aspects. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination. I also understand that I am required to abide by all rules and regulations of this company.

In connection with my application for employment with this company, I hereby authorize this company and any of its officers, agents, employees, and servants to solicit all relevant information with regard to this application. This authorization includes, but is not limited to, matters of opinion(s) relating to my character, ability, reputation, credit history, and past conduct. I understand that such information will be used by this company in making its decision regarding my employment.

I hereby authorize and request all persons, schools, companies, corporations, government units, credit bureaus, and law enforcement agencies to release such requested information to this company and its agents without restrictions or qualification. I voluntarily waive all recourse and release all such information from liability for complying with this authorization.

I hereby release and discharge this company, its agents and servants, their respective parents, subsidiaries, affiliates, successors, and assigns, and their respective shareholders, officers, directors, employees, former employees, agents, contractors, and attorneys from any claims or liability, including employment investigation, the ultimate employment determination, and the disclose of the information as described herein and as required by the law, and any termination of my employment because of the falsity, answers or omissions made by me in this application.

TSA requires all applicants be fingerprinted as part of their background check. In order to comply with this requirement, I agree to be fingerprinted at my own expense.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this company is of an "at will" nature, which means that this company may discharge me at any time with or without cause, and with or without notice. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this company specifically acknowledges such change in writing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_