



Application for Employment

Tea by Two
 814 S. Main Street • Bel Air, MD 21014
 (410) 838-8611
 www.teabytwo.com

Date: _____

General Information

Name:	
Address:	
City/State/Zip:	
Telephone:	Cell Phone: ()
E-mail Address:	
S. S. Number	

Are you 18 years of age or older Yes No

If hired, can you provide written evidence that you are authorized to work in the U.S.? Yes No

Schooling	Name City/State	Course of Study	Years Completed	Degree/ Diploma
Elementary/ Middle School				
High School				
College				
Technical/Other				

Employment Record

Company Name Address	Position	Date: Start to Leave	Rate of Pay	Reason for Leaving



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References (Do Not Include Relatives)

Name	Relationship	Address	Phone
1.			
2.			
3.			
4.			

How were you referred to our organization? _____

Do you have any relatives who are employed by Tea by Two? Yes No

If yes, name _____

What hours/days are you available to work?

Tuesday Wednesday Thursday Friday Saturday Flexible

If a student, I am available after school Time: _____

APPLICANT'S STATEMENT

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: _____

Date: _____