



## CERTIFICATION OF INFORMATION

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in said document will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by MAYORGA COFFEE, LLC that such employment with the company is at will, for no specified duration and may be terminated by either the company or my self at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of the company or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of the company except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of the company.

In consideration for employment with the company, if employed, I agree to conform to the rules, regulations, policies and procedures of the company at all times and understand that such obedience is a condition of employment that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employments test and checks will result in withdrawal of any employment offer or termination of employment if already employed. I also understand that if offered a position with MAYORGA COFFEE, LLC. I will have a 90 day probation period.

I hereby authorize any and all schools, former employers, references, courts, and any other who have information about me to provide such information to MAYORGA COFFEE, LLC and/or any of its representatives, agents, or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months if I wish to be considered for employment after this period I must fill out and submit a new application.

By signing below, I acknowledge that I have read, understood, and agree to the above statement.

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The Employer is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

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**SIGNATURE OF APPLICANT**

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**DATE**

**MayorgaCoffee.com**

15151-D Southlawn Lane, Rockville, Maryland 20850 T 301.315.8093 T 877.526.3322 F 301.315.8094



## APPLICATION FOR EMPLOYMENT

**MAYORGA COFFEE, LLC.**, complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact Human Resources in order to arrange such accommodation.

We are equal opportunity employer and make all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, religion, color, sex, national origin, age, disability, or any other classification proscribed under applicable federal, state or local law.

Date of Application:		Salary Desired:	
Position Desired:		Social Security Number:	
Full Name:		Date of Birth:	
Street Address:			
City:	State:	Zip:	
Phone:	Referred By:		
Date Available to Begin:		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Are you willing to work overtime?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Holidays?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been employed by Mayorga Coffee, LLC		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If a job is offered, will you be able to provide verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been convicted of a felony within the last five years? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, please describe briefly)</i>			
(The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions which have not been expunged from the records.)			
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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**EDUCATION AND TRAINING**

List any educational degrees, programs, or courses that you have taken which would be helpful for the performance of your job. Include present enrollments.

Name of School (City & State)	Course of Study	Number of Years Attended	Degree or Certification

**WORK HISTORY**

Please provide information concerning your work history by filling this section out completely. List present or most recent job first. Military experience may be included. (If more space is needed, write on a separate page). You may attach a resume in addition to completing the following. Please provide explanation for any gaps in time in employment history.

Please circle the name of any employer or supervisor whom you do not want contacted at this time.

Company Name	Dates Employed	Job Titles/Duties	Starting Salary	Reason for Leaving
Company: _____ Supervisor: _____ Phone No.: _____				
Company: _____ Supervisor: _____ Phone No.: _____				
Company: _____ Supervisor: _____ Phone No.: _____				



Please use this space to discuss special skills, talents or attributes which you have acquired that may assist you in the performance of the job for which you are applying.

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**POLYGRAPH NOTIFICATION (TO BE COMPLETED BY MARYLAND EMPLOYEES ONLY)**

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, ASPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

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**SIGNATURE**

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**DATE**