



Andresen-Ryan coffee co.
2206 Winter Street
Superior WI 54880-1400
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APPLICATION FOR SALES EMPLOYMENT
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER)

NAME _____ DATE: _____
LAST FIRST MIDDLE

DESIRED GEOGRAPHICAL LOCATION:

OPEN _____
OTHER _____

PLEASE WRITE OUT AT LEAST TWO EXAMPLES OF WHEN YOU'VE BEEN ABLE TO BE VERY INFLUENTIAL AND CHANGE PEOPLE'S MINDS IN A DIFFICULT SITUATION. INCLUDE (A) THE OBSTACLES YOU OVERCAME, (B) HOW YOU MADE THEM UNDERSTAND YOU, (C) WHAT YOU SAID THAT IMPACTED THEIR CHANGE OF MIND, (D) WHAT ELSE YOU DID AT THAT TIME THAT WAS ESPECIALLY USEFUL, AND (E) WHEN THE EXAMPLES OCCURRED. USE ADDITIONAL SPACE AS NEEDED.

SOCIAL SECURITY NUMBER _____ ARE YOU 18 YEARS OR OLDER? YES NO
(circle one)

PRESENT ADDRESS _____
STREET CITY STATE ZIP

PERMANENT ADDRESS _____
STREET CITY STATE ZIP

PHONE NUMBER _____ CELL NUMBER _____ EMAIL ADDRESS _____

SPECIAL QUESTIONS

DO NOT answer any of the questions in this framed area unless the employer has checked a box preceding a question thereby indicating that the information is required for a bona fide occupational qualification or dictated by National Security Laws or is needed for other legally permissible reasons.

☐ Height _____ feet _____ inches ☐ Are you prevented from lawfully becoming employed in the U.S.? ____YES ____NO

☐ Weight _____ lbs ☐ DATE OF BIRTH * _____

☐ What Foreign Languages do you speak fluently? _____ Read _____ Write _____

☐ Have you been convicted of a felony or misdemeanor within the last 5 years? ____YES ____NO **

Describe: _____

*The Age Discrimination in Employment Act of 1967 prohibits dissemination ... with respect to individuals who are at least 40 but less than 70 years of age.

**You will not be denied employment because of a conviction record unless the offense is related to the job for which you have applied.

EMPLOYMENT DESIRED POSITION _____ DATE YOU CAN START _____

MAY WE INQUIRE OF YOUR PRESENT EMPLOYER ?

☐ YES ☐ NO

ARE YOU EMPLOYED NOW? _____

WHAT IS THE BEST TIME ? _____

EVER APPLIED TO THIS ARCO BEFORE ? _____ WHEN? _____

WORK HISTORY

	PRESENT OR LAST POSITION	NEXT TO LAST POSITION	2ND TO LAST POSITION
DATES EMPLOYED	FROM: TO:	FROM: TO:	FROM: TO:
COMPANY NAME			
NAME & TITLE OF SUPERVISOR			
PHONE NUMBERS :			
COMPANY			
SUPERVISOR			
BASE YEARLY EARNINGS :			
STARTING			
CURRENT			
ADDITIONAL YEARLY EARNINGS :			
BONUS			
COMMISSION			
TOTAL YEARLY EARNINGS :			
STARTING			
CURRENT			
COMPANY CAR?	YES NO	YES NO	YES NO
MILEAGE REIMBURSED?	YES NO _____¢/MILE	YES NO _____¢/MILE	YES NO _____¢/MILE
EXPENSES PAID?	YES NO	YES NO	YES NO
HEALTH INSURANCE?	YES NO YOUR%____ CO % ____	YES NO YOUR%____ CO % ____	YES NO YOUR%____ CO % ____
NIGHTS AWAY	PER MONTH	PER MONTH	PER MONTH
YOUR TITLE			
TYPE OF INDUSTRY			
EXACT DUTIES YOU PERFORMED			
PRODUCTS OR LINE SOLD			
NUMBER OF PEOPLE IN DIVISION			
NUMBER OF SALES PERSONNEL SUPERVISED			
HOW DO YOU RANK	IN DIVISION ?	IN DIVISION ?	IN DIVISION ?
	IN COMPANY ?	IN COMPANY ?	IN COMPANY ?
GEOGRAPHIC AREA YOU COVER			
GROSS \$ VOLUME RESPONSIBILITY			
STARTING			
NOW			
TWO PRESTIGE ACCOUNTS THAT YOU SELL			
TWO OF YOUR COMPANY'S MAIN COMPETITORS			

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED*	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 less than 70 years of age.

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

US Military or Reserve Status	Rank	Present membership in National Guard or Reserves

EDUCATION DEGREES I HAVE EARNED:

I HAVE EARNED THE TITLE

STARTING PAY DESIRED HERE AT ARCO:

GOAL IN 1 YEAR:

GOAL IN 5 YEARS:

ARE YOU AVAILABLE TO WORK:

FULL TIME?

PART TIME?

HOURS AVAILABLE TO WORK

MON:	TUES:	WED:	THURS:	FRI:	SAT
FROM:	TO:	FROM:	TO:	FROM:	TO:

TOTAL HOURS AVAILABLE TO WORK EACH WEEK:

FAVORITE KIND/BRAND OF COFFEE:

CHECK APPROPRIATE:

OWN HOME

RENT

BOARD

OF YEARS AT PRESENT RESIDENCE

HOW DID YOU HEAR OF US?

NEWSPAPER

PLACEMENT OFFICE

JOB SERVICE

PHONE BOOK

REFERRED BY

OTHER, SPECIFY

I WILL TRAVEL THESE NUMBER OF DAYS PER MONTH:

1 TO 5

6 TO 10

11 +

I WILL RELOCATE

IMMEDIATELY _____
NO _____

I WILL RELOCATE LATER, IF NECESSARY

WHEN _____ NUMBER OF MONTHS AFTER HIRE DATE _____

Friends or relatives employed by ARCO Coffee: _____

List hobbies, activities, or interests: _____

REFERENCES:

Give the names of three persons not related to you who have known you for at least one year:

NAME	ADDRESS PHONE	BUSINESS POSITION	# YEARS ACQUAINTED
1. _____	_____ _____	_____	_____
2. _____	_____ _____	_____	_____
3. _____	_____ _____	_____	_____

PHYSICAL RECORD

Do you have any physical limitations that preclude you from performing the work for which you are being considered? ____YES____NO

PLEASE DESCRIBE _____

IN CASE OF EMERGENCY

NOTIFY _____
NAME ADDRESS PHONE NO.

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM AL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE."

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

☐ YES HIRED NO ☐ POSITION DEPARTMENT

SALARY/WAGE _____ DATE REPORTING FOR WORK _____

APPROVED 1. _____ 2. _____ 3. _____
Employment Manager Department Head General Manager