



Application For Employment

Bow Street Beverage

495 Forest Avenue,
Portland, ME 04101
Bowstreetbeverage.com

Bow Street is a healthy, supportive workplace that offers competitive wages, employee training, development opportunities, and great benefits.

We are looking to hire people who:

- Are outgoing, friendly, always smiling and can offer outstanding customer service
- Are open to working early mornings and/or evenings and at least one weekend shift per week
- Enjoy working in a fast paced environment

If you possess these qualities, please follow the application steps below:

1. Complete all four pages of the Bow Street application. Type or print legibly in black or blue ink, answering all questions. **Incomplete or unreadable applications will not be considered or processed.**
2. You may attach additional sheets or a resume detailing your work experience, but all questions on the Bow Street application must be completed and **a resume will not replace completing the work history section.**
3. Submit your application. Applications may be turned in at Bow Street Beverage customer service desk, mailed to 495 Forest Avenue, ME 04101 or sent via e-mail to: jobs@bowstreetbeverage.com
4. Your application will be considered active for 30 days after the date received. If you have not been contacted for an interview after 30 days and you are still interested in employment at Bow Street, please complete and submit a new application.

**Due to the high volume of applications we receive,
PLEASE DO NOT CONTACT BOW STREET REGARDING THE STATUS OF YOUR APPLICATION.**

Bow Street is an Equal Opportunity Employer.

It is the policy of Bow Street to provide equal employment opportunities without regard to race, color, creed, national origin, religion, sex, age, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, genetic information, union affiliation, or disability, to all qualified applicants and employees in all aspects of the employment relationship, including but not limited to recruitment, employment, job assignment, training, promotion, transfers, termination, rate of pay and other forms of compensation and benefits. Please omit any references in this application to any organizations or activities that would reveal information about any of these protected classifications.



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Contact Information

Name (First, Middle, Last): _____

Social Security #: _____ Email: _____

Phone(Home): _____ Work: _____ Cell: _____

Current Street Address: _____

City: _____ State: _____ Zip: _____

Drivers License: _____ State: _____ D.O.B: _____

Emergency Contact: _____ Phone: _____

Have you ever worked at Bow Street Beverage before? Yes No If yes, when? _____

Have you ever applied at Bow Street Beverage before? Yes No If yes, when? _____

What position are you applying for? _____

Please list other positions you would be interested in: _____

Availability

What date are you available to begin work? _____

Would you prefer part-time work? Yes No

Would you prefer overnight work: Yes No

What is the maximum number of hours you could work per week? _____ Minimum? _____

Where did you hear about the job openings at Bow Street Beverage _____

Please list your work availability below:

Sunday **Monday** **Tuesday** **Wednesday** **Thursday** **Friday** **Saturday**



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Education

School	Location (City, State)	Subjects Studied	Years Completed	Graduated?
High School or GED	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
College, Vocational (or Other Training Certificate)	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History

Please list in order, your last 2 jobs, starting with the most recent

1. Current Job

Employer: _____ Phone: _____

Supervisor's Name and Title: _____

Street Address: _____ City: _____ State: _____

Dates of Employment (Month/Year): _____

Reason for Leaving: _____

May we contact this employer? Yes No

Describe your job duties and responsibilities: _____

2. Previous Job

Employer: _____ Phone: _____

Supervisor's Name and Title: _____

Street Address: _____ City: _____ State: _____

Dates of Employment (Month/Year): _____

Reason for Leaving: _____

May we contact this employer? Yes No

Describe your job duties and responsibilities: _____



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Experience

Relevant Job Skills (Please check the skills you possess):

- | | | |
|---|---|--|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Sales | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Cashier | <input type="checkbox"/> Warehouse Operations | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Stocking | <input type="checkbox"/> Inventory Manager | <input type="checkbox"/> Computer Proficiency (describe below) |
| <input type="checkbox"/> Bartender | <input type="checkbox"/> Receiving | <input type="checkbox"/> Web Design |
| <input type="checkbox"/> Sommelier | <input type="checkbox"/> Forklift Operation | <input type="checkbox"/> Social Media/Blogging |
| <input type="checkbox"/> Cicerone | <input type="checkbox"/> Supervisor/Management Experience | <input type="checkbox"/> Cleaning & Maintenance |
| <input type="checkbox"/> Delivery Driver | <input type="checkbox"/> Bookkeeping/Accounting | |

Please describe any additional work history, skills and/or experience relevant to the job you are applying for:

Why do you want to work for Bow Street Beverage?

Please give at least two ways you could provide excellent service to our customers:

Tell us about any hobbies or interests that you enjoy:



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Acknowledgements And Signature

Are you able to perform the job you are applying for with or without reasonable accommodation?

Yes No

Are you legally authorized to work in the United States? Yes No

Are you legally old enough to operate mechanical equipment, or sell alcohol (minimum age 17 years)?

Yes No

Please read the following statements. If they are accurate, please sign this job application form. Applications which are not signed will not be considered as properly completed.

I certify that all of the information given on this job application is true, complete, and correct to the best of my knowledge. By signing this application, I am acknowledging that any false or misleading information supplied by me shall be grounds for not hiring me. I am also acknowledging that any false or misleading information supplied by me shall be grounds for automatic termination of employment, should this fact be discovered after I have been hired.

I authorize Bow Street Beverage to investigate all statements and information included on this application, including but not limited to my employment record. I release Bow Street Beverage employers and personal references I have listed herein, and their employees, officers and agents, from any and all liability for all claims or damages of any kind in connection with the release of information about me to Bow Street Beverage pursuant to this authorization, and do hereby further agree to defend, indemnify and hold harmless Bow Street Beverage, educational institutions, employers and personal references from and against any and all such actions, causes of actions, suits, losses, liabilities, damages and expenses (including attorneys' fees).

I understand that there is a 90 day probationary period. On time attendance is required. If I am convicted of a criminal act while employed at Bow Street Beverage, the status of my tenure is subject to end if the crime has an effect on the operations. Appropriate dress including branded shirts, hats, name tags, slip resistant shoes and proper hygiene are requirements of employment. All items must be paid for with an attached receipt, prior to being consumed or departing the building. Theft and timecard fraud are crimes and may result in prosecution & immediate termination of employment.

I understand that if I am hired I must comply with all Bow Street Beverage policies and procedures. I understand that this application does not create an offer or contract of employment. I understand that, if hired, my employment with Bow Street Beverage will be on an "at-will" basis, which means that either Bow Street Beverage or I may terminate the employment relationship at any time, for any lawful reason, with or without cause or notice.

Signature: _____

Date _____