



Thank you for applying at Souvia, LLC. Our selection process is as follows:

- ***Applications are reviewed on a bi-weekly basis.***
- ***If your work history and training meet our requirements, we will contact you to schedule an interview.***
- ***If you are selected for an interview, you should receive notification within two weeks of submitting your application.***

Incomplete Applications may not be considered



Souvia, LLC

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT ALL RESPONSES **INCOMPLETE** or **UNSIGNED** Applications may not be considered)

Souvia agrees and complies with all statutes that protect people from discrimination on the basis of race, color, religion, sex, national origin, age, disability or veteran's status. Souvia affirmatively supports equality of opportunity in all aspects of employment.

GENERAL INFORMATION

Name (Last) (First) (Middle)	Home Phone	Date
Email Address (required)	Mobile Phone	
Present Address (Street) (City) (State) (ZIP)	Social Security Number	
Position Applying For <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week desired: Minimum___ Maximum___	Date Available	
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, please state your age: _____ Have you ever applied to or been employed by Souvia, LLC.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give dates and details:		
Do you have a relative currently employed by Souvia, LLC.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state their name and how you are related: Name: _____ Relationship: _____ Can you provide documents that establish your right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Note: Documents that establish work authorization and identity will be required prior to employment. Have you been convicted of a felony or released from prison in the last seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates and explanation (conviction does not automatically exclude you from consideration for employment): We require all staff to work two Saturday shifts per month. Are you restricted to days of work or hours per day you may work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe your restrictions:		
EDUCATIONAL BACKGROUND		
	No. of Years Attended	Graduated Yes/No
High School Name: _____ Location: _____		
College/University Name: _____ Location: _____		
Other Name: _____ Location: _____		

Special qualifications, skills, talents, knowledge or other related experience (Attach a resume if available):

Rate the following (1- Strongly Agree, 2-Agree, 3- Neutral, 4-Disagree, 5- Strongly Disagree)

1. I am a regular tea drinker []
2. I am familiar with the different types of teas []
3. I can explain different types of tea processing []
4. I am comfortable using Windows based applications such as Word, Excel, etc []

I have available access to the internet and email for work related scheduling and communications [] Yes [] No

I am able to lift items weighing up to 40 pounds [] Yes [] No If no, please provide limitations_____

EMPLOYMENT HISTORY

In the space below account for all time for the past **5 years, whether working or not**. START WITH YOUR MOST RECENT EXPERIENCE AND WORK BACKWARDS. Include military service and any period of unemployment. Give complete names and addresses. If self-employed, give firm name. Attach additional sheets if necessary, to cover the past 5 years.

Name of Company:		Address:		City:		State:		ZIP:	
Job Held:			Supervisor:			Phone Number			
Date Started:		Date Left: PRESENT		Rate of Pay:		Reason for Leaving:			
May the above employer be contacted for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Name of Company:		Address:		City:		State:		ZIP:	
Job Held:			Supervisor:			Phone Number			
Date Started:		Date Left:		Rate of Pay:		Reason for Leaving:			
Name of Company:		Address:		City:		State:		ZIP:	
Job Held:			Supervisor:			Phone Number			
Date Started:		Date Left:		Rate of Pay:		Reason for Leaving:			
Name of Company:		Address:		City:		State:		ZIP:	
Job Held:			Supervisor:			Phone Number			
Date Started:		Date Left:		Rate of Pay:		Reason for Leaving:			
Name of Company:		Address:		City:		State:		ZIP:	
Job Held:			Supervisor:			Phone Number			
Date Started:		Date Left:		Rate of Pay:		Reason for Leaving:			

IMPORTANT PLEASE READ CAREFULLY BEFORE SIGNING

A routine inquiry may be made during the processing of this application that will provide information concerning your employment record and/or education. Signing below authorizes any firm, government agency, person, former employer or investigative agency to furnish Souvia, LLC. with any records or information they may have regarding your employment history, military history, school history, motor vehicle records, criminal history and/or personal data. It also releases such firms, government agencies, persons, past employers or investigative agencies from all liability whatsoever for issuing such information to Souvia, LLC.

Applicants accepted for employment are hereby notified that employment and compensation can be terminated, with or without cause or notice at any time at the option of either the Company or associate unless such employment is governed or affected by an express contract duly signed by an authorized officer of Souvia, LLC. Associate manuals or handbooks, or policy statements by Souvia, LLC. which affect employment are subject to change at any time and shall not be treated as contractual documents. Falsification or omission of information provided on this application can be grounds for termination of employment.

Souvia desires to provide a safe, efficient and healthy workplace for all its associates. To help us achieve this goal, you may be required to pass a pre-employment alcohol/drug screen test.

Applicant's Signature
