

COSI Columbus  
 333 W. Broad Street  
 Columbus, OH 43215  
 614.629.3195 (Jobline)  
 614.629.3151 (fax)  
[www.COSI.org](http://www.COSI.org)

## APPLICATION FOR EMPLOYMENT

COSI offers equal opportunity and equal consideration to all persons who seek employment with COSI and to those who are already employed by COSI. No Team Member or applicant will be discriminated against on the basis of race, sex, color, national origin, religion, age, disability, sexual orientation, marital status, veteran status, citizenship, or any other characteristic protected by applicable law.



When completing this application, do not leave any question blank. Do not substitute "see resume" for any requested information.  
 THIS APPLICATION WILL REMAIN ACTIVE UNTIL POSITION APPLIED FOR IS FILLED, THEN ON FILE FOR 2 (TWO) YEARS.

|   |            |   |  |
|---|------------|---|--|
| Last Name   | First Name | Middle  | Date   |
| Current Street Address  |            | County:   | Contact Number<br>( ) -  |
| City, State, Zip Code   |            |   | Alternate Contact Number<br>( ) -  |
| Resided Here (state month & year) from  |            | to  |  |
| Previous/Permanent Street Address   |            | County:   | Email  |
| City, State, Zip Code   |            |   | Pay Expected   |
| Resided Here (state month & year) from  |            | to  |  |
| Please list the COSI Position(s) for which you wish to be considered:   |            |   |  |
| All paid Team Members must be at least 16 years old. Applicants must be able to provide a work permit upon request. Some positions have a minimum age requirement of at least 18 years old. Please see each job description for details. COSI also has an active Teen Volunteer Program. For more information contact the Volunteer Information Line at 629.3196.   |            |   | Ability to provide proof of age:<br>16 years or older? Yes No<br>18 years or older? Yes No |
| Have you ever applied for employment with us?<br>No Yes: Month & Year _____   |            | Have you previously been employed by COSI or volunteered at COSI? No Yes: If Yes, when & in what capacity?<br>_____                             |  |
| How did you learn of this job opening?<br>Walk-In<br>Columbus Dispatch<br>Other Newspaper: _____  |            |   |  |
|   |            | COSI Jobline<br>COSI Web Site<br>Other Web Site: _____  |  |
|   |            | Referral by: _____<br>Job Fair at: _____<br>Other: _____  |  |
| What kind of job are you applying for:<br>part-time full-time*  |            | *Please note, many COSI jobs are part-time. If a full-time job is not open, would you like to be considered for a similar part-time job? No Yes |  |
| Are you legally eligible for employment in the United States? No Yes<br>Proof of U.S. Citizenship or immigration status will be required upon employment  |            |   |  |
| Have you ever been convicted of, been found responsible for, pleaded guilty to, or entered a plea of no contest or nolo contendere to a felony of any kind?<br>Have you ever been convicted of, been found responsible for, pleaded guilty to, or entered a plea of no contest or nolo contendere to a misdemeanor involving any act of violence, threat of violence, or theft?<br>If yes to either of the above, describe in full: |            |   | No Yes<br>No Yes   |
| COSI schedules Team Members 7 days a week. Some work schedules include evenings & weekends. What days/times are you available for work?<br>Sat Sun Mon Tues Wed Thurs Fri   |            |   | When will you be available to start?   |
|   |            |   |  |

**COSI IS AN EQUAL OPPORTUNITY EMPLOYER**

COSI Jobline 614.629.3195

[www.COSI.org](http://www.COSI.org)

| Education   |                          |           |    |               |     |        |
|-------------|--------------------------|-----------|----|---------------|-----|--------|
|             | School Name and Location | Graduated |    | Major Subject | GPA | Degree |
|             |                          | Yes       | No |               |     |        |
| High School |                          |           |    |               |     |        |
| College     |                          |           |    |               |     |        |
| Tech/Voc    |                          |           |    |               |     |        |
| Other       |                          |           |    |               |     |        |

| Special Skills |  |   |   |   |
|----------------|--|---|---|---|
| Military       | Did you ever serve in the U.S. Armed Forces?<br>No                      Yes  |   | Describe any military training or experience you received relevant to the position(s) for which you are applying: |   |
|                | If Yes, in what Branch? _____  |   |   |   |
| Computer       | Proficiency in MS Word:<br>Beginner<br>Intermediate<br>Advanced  | Proficiency in Excel:<br>Beginner<br>Intermediate<br>Advanced | Typing Speed:<br>_____ wpm  | Other relevant hardware or software skills: |
|                | List activities and/or leisure time pursuits and special interests relevant to the job for which you are applying: |   |   |   |
| Activities     |  |   |   |   |

| References  |  |         |                  |                          |
|---|--|---------|------------------|--------------------------|
| Professional  | COSI contacts past supervisors for professional employment reference and/or employment verification of the most qualified candidates. List your four (4) most recent supervisors or people familiar with your work habits below. |         |                  |                          |
|   | Supervisor Name  | Company | Telephone Number | Best Time of Day to Call |
|   | 1.   |         |                  |                          |
|   | 2.   |         |                  |                          |
|   | 3.   |         |                  |                          |
| 4.  |  |         |                  |                          |
| If there are any employers whom you DO NOT want COSI to contact, list them here and explain why we should not call: |  |         |                  |                          |

|          |  |                   |                  |                          |
|----------|--|-------------------|------------------|--------------------------|
| Personal | If you are just joining the workforce and have no professional references, please list three (3) personal references below. (DO NOT include relatives) |                   |                  |                          |
|          | Name   | Connection to You | Telephone Number | Best Time of Day to Call |
|          | 1.   |                   |                  |                          |
|          | 2.   |                   |                  |                          |
|          | 3.   |                   |                  |                          |



What are your long-term career goals?

In what way does the position(s) you are applying for help you reach these goals?

Sometimes the format of an application blank makes it difficult to adequately summarize your complete background. Please note any additional information helpful in describing your full qualifications.

**PLEASE READ CAREFULLY BEFORE SIGNING.**

If hired, this becomes part of your official employment record.

**SIGNATURE**

I hereby declare that the information provided by me in the Application for Employment is true, correct, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application is cause for immediate dismissal. I authorize COSI to verify any of the information I have provided by contacting former employers, educational, and training institutions, and other appropriate sources. I release reference sources from all liability or damages on account of furnishing information regarding my personal character, habits, performance, or disciplinary records. I further understand that if I am hired at COSI, my employment will be at will, and that my employment may be terminated with or without cause, and without notice, at any time, at the option of either COSI or myself. I understand that no representative of COSI, other than the President and CEO, has any authority to enter into any agreement with me contrary to the foregoing, and that the President and CEO of COSI may make such an agreement only in writing. I agree any claim or lawsuit relating to my service with COSI must be filed no more than 6 (six) months after the date of the action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary. I understand that I may be required to take and pass a drug test as a condition of being hired at COSI or at any time during employment.

I have read and understand the contents of this employment application and am fully able and competent to complete it.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# FAIR CREDIT AND DISCLOSURE ACT DISCLOSURE AND AUTHORIZATION

## Required by COSI for criminal background checking purposes for applicants' age 18 and older.

COSI Columbus, when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. As an applicant for employment or employee of COSI Columbus, you are a "consumer" with rights under the FCRA.

A "consumer reporting agency" is a person or business that for monetary fees, dues or on an cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information for the purpose of furnishing consumer reports to others such as COSI Columbus.

A "consumer report" is any written, oral or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes.

If COSI Columbus obtains a "consumer report" about you and if COSI Columbus considers any information in the "consumer report" when making an employment related decision that directly and adversely affects you, you will be provided with a copy of the "consumer report" before the decision is finalized. You may also contact the Federal Trade Commission about your rights under the FCRA as a "consumer" with regard to "consumer reports" and "consumer reporting agencies."

By signing below, you hereby voluntarily authorize COSI Columbus to obtain "consumer reports" about you from a "consumer reporting agency" and to consider the "consumer reports" when making decisions regarding your application to and/or employment at COSI Columbus. You further release COSI Columbus from any claims or liabilities of any kind resulting from its obtaining and using any such consumer reports.

Acknowledged:

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant/Employee