



TRAINEE APPLICATION

South Whidbey Commons is a non-profit, volunteer-run, youth-powered coffeehouse that coordinates with community and schools to provide youth on-the-job training to prepare them for the real world of work while providing academic credits toward graduation (if approved).

Personal Identification Information *(please print)*

Date of Application_____

Last Name		First Name	
Preferred Pronoun	Ethnicity (optional - for DOL statistics)	Birthdate (MM/DD/YY)	Grade Level
Parent/Guardian Name		School	Advisor Name

Contact Information

Address	Email Address
City, ST ZIP	Phone (prefer mobile)

Availability and Interest Information

Must be available for at least ONE shift per week. Shifts are 2-4 hours long. This is a training program and all shifts are UNPAID. School credit may be possible depending on school's program.

Date Able to Start?	What Days <u>AND Hours</u> Are You Available?						
	SUN	MON	TUE	WED	THU	FRI	SAT
Hours per Week Wanted?	Have you volunteered, trained, been employed or applied to The Commons in the past? If so, when?						

Personal References *(other than family)*

Please list at least THREE references below. If still in school, please include at least ONE teacher or administrator.

Reference's Name	Phone Number	Reference's Name	Phone Number
Reference's Occupation	Relation to you?	Reference's Occupation	Relation to you?

Reference's Name	Phone Number	Reference's Name	Phone Number
Reference's Occupation	Relation to you?	Reference's Occupation	Relation to you?

Existing Skills and Qualifications

Please provide any certificates, degrees, skills, training, or other experience you have that may help South Whidbey Commons assess the level of training needed.

Desired Skills to be Trained in

Please indicate what you are most interested in being trained in. You will be trained in all entry-level skills, but once the basics are mastered, we can help specialize in your interests.

I affirm that information contained in this form is true and complete, and understand that this is an UNPAID position that may or may not be eligible for school credit. I authorize South Whidbey Commons to verify any and all information provided above.

Parent/Guardian (if applicant under 18)	Phone Number	Parent/Guardian Signature	Date Signed
Parent/Guardian Address (if different from applicant)		Applicant Signature	Date Signed

For Official Use ONLY

Managers/Trainers/Mentors, please put your name at the left if you completed the Trainee's assessment, provide their assessment testing score, and the date the test was successfully completed.

Receiving Manager	Date Received	Health & Safety Trainer/Tester	Score	Date Completed	
Contacting Manager	Date Contacted	Sanitation Skills Trainer/Tester	Score	Date Completed	
Orientation Manager	Date Oriented	Kitchen Prep Skills Trainer/Tester	Score	Date Completed	
First Training Day	Last Day as Trainee	Kitchen Cooking Skills Trainer/Tester	Score	Date Completed	
Overall Reliability Assessment Observer	Score	Date Completed	Customer Service Skills Trainer/Tester	Score	Date Completed
Overall Proficiency Assessment Observer	Score	Date Completed	POS / Money Skills Trainer/Tester	Score	Date Completed
Overall Attitude Assessment Observer	Score	Date Completed	Barista Skills Trainer/Tester	Score	Date Completed
Total Training Hours Completed	Date Completed	MANAGER PROGRAM COMPLETION SIGN-OFF		Date Completed	