



EMPLOYMENT APPLICATION

COSI, INC.

1751 Lake Cook Road, Suite 600
Deerfield, IL 60015

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider all applications for employment without regard to race, religion, color, national origin, ancestry, sex, sexual orientation, age, disability, marital status, gender identity, veteran status, or any other basis as prohibited by applicable federal, state or local law. We are committed to complying with the Americans With Disabilities Act. If you require a reasonable accommodation to apply or to complete an employment application or to perform the essential functions of the job for which you are applying due to a disability, please notify Human Resources of your specific need for a reasonable accommodation so that we can assist you where appropriate.

OUR MISSION

The Mission of the **Cosi®** brand is as simple as it is bold: become the preferred fast casual dining experience in the world. With delicious food that is always surprising, with unparalleled customer service, and with a unique, welcoming, sophisticated ambiance, **Cosi®** branded restaurants will seek out and enchant all those for whom good enough is not enough. The **Cosi®** brand will be the restaurant of choice for those who insist that **LIFE SHOULD BE DELICIOUS®**.

YOUR OPPORTUNITY

We offer a very special employment opportunity for **fun, empowered, accountable** and **bold** individuals. We consider our employees to be Partners, and our Partners are the heart and soul of our business. They are successful because they thrive in a **fast-paced environment**, possess the **integrity** to make important decisions, and exude a **passion** for our business. We hope that working with us is the right opportunity for you. Please tell us more about yourself by completing this application.

Please complete entire application (Please PRINT).

PERSONAL INFORMATION

Name: (Last, First, Middle Initial)		Are you at least 18 years of age? <input type="checkbox"/> Yes / <input type="checkbox"/> No	
Home Street Address:			Apartment:
City:	County:	State:	Zip Code:
E-Mail Address:		Phone #:	Daytime / Evening
Have you ever been employed by Cosi, Inc. ? <input type="checkbox"/> Yes <input type="checkbox"/> No By a Cosi® franchisee ? <input type="checkbox"/> Yes, _____ (name) <input type="checkbox"/> No If yes, please list location(s), position(s) and employment dates:			
How did you hear about Cosi® ?			
Are you legally eligible to work in the USA? <input type="checkbox"/> Yes / <input type="checkbox"/> No (Proof will be required if hired.)		Do you have reliable transportation to and from work? <input type="checkbox"/> Yes / <input type="checkbox"/> No	

EMPLOYMENT DESIRED AND AVAILABILITY (If you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)

Position Applying For:	Location Desired:	Pay Desired:
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When are you available to start? _____ (Please circle:) Full Time Part Time

Can you work: Holidays? Yes No Overtime? Yes No

Total Hours Available Hours per Week: _____

Please indicate your availability for work, specifying days and times of day:

Sunday:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:
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STOP! Before you answer this question, make sure that you have read your state's guidelines below and initialed the acknowledgment at the end.

Have you ever been convicted of a felony other than a routine traffic violation? **Do not include information about convictions that have been sealed or expunged.** Yes No If Yes, explain in detail the exact nature of the conviction, the date of the conviction, the sentence and the conduct underlying the conviction:

NOTE: A criminal conviction does not constitute an automatic or absolute bar to employment and will be considered only and to the extent allowed by applicable law and as it substantially relates to the job for which you are applying. We do not discriminate on the basis of arrest, charge or conviction. **PLEASE READ THE FOLLOWING GUIDELINES FOR THE STATE IN WHICH YOU ARE APPLYING FOR A POSITION. INITIAL THAT YOU HAVE READ AND UNDERSTAND THE GUIDELINES BEFORE PROCEEDING TO ANSWER ANY QUESTIONS FROM THIS SECTION.**

FEDERAL/STATE GUIDELINES FOR ANSWERING CONVICTION QUESTIONS	
Federal	Convictions may be considered in the employment decision as evidence of conduct which may render an applicant unsuitable for a particular position. In the case of an arrest, the employer must consider the relationship of the charges to the position sought and the likelihood that the applicant actually committed the conduct alleged in the charges.
CA	You are not required to disclose: (1) arrests or detention that did not lead to conviction; (2) referral to or participation in a pre or post-trial diversion program; (3) any convictions for which the record has been judicially ordered sealed, expunged, dismissed or statutorily eradicated; or (4) any convictions for marijuana-related offenses that are more than two years old.
CO	You do not need to reveal sealed convictions.
CT	<ul style="list-style-type: none"> You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Section 46b-146, 54-76o or 54-142a; Criminal records subject to erasure pursuant to the statutes are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolleed, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon; and If your criminal records have been erased pursuant to those Connecticut statutes, you are deemed never to have been arrested within the meaning of Connecticut law pertaining to your erased convictions and you may swear so under oath.
DE	You may answer "no record" or exclude information if you have an arrest record that has been expunged.
DC	<ul style="list-style-type: none"> You may exclude information on questions inquiring about arrests. You may exclude information or state "no record" for questions on conviction records if your conviction is 10 or more years old from the time you complete the application.
FL	You may exclude information about criminal records that have been expunged or sealed.
GA	You may exclude information regarding your first offense if you received and completed probation. If we disqualify you due to your criminal records, the Company must disclose all criminal background information to you and explain how the information affected our decision.
HI	<ul style="list-style-type: none"> You may exclude information or write "no record" on questions concerning arrests/arrest records. You do not need to respond to this question unless you have received a conditional offer of employment. After a conditional offer of employment, you are only required to report convictions within the most recent ten years, excluding periods of incarceration, and you do not need to disclose convictions that are more than 10 years old.
IL	<ul style="list-style-type: none"> You may exclude information on arrest records. You may state "no record" for questions on convictions if your juvenile or adult conviction has been sealed, expunged or impounded.
IA	You are not required to disclose information on an arrest, conviction or diversion record that is expunged.
KN	You may exclude information on expunged records.
MD	You need not provide information on any expunged charges.
MA	<ul style="list-style-type: none"> Applicants in Massachusetts do not need to complete this portion of the application, but if the Company has further interest after you complete the application, the Company reserves the right to make inquiries about certain criminal convictions. If the Company has further interest after you complete the application and in the post-application process the Company makes inquiries about criminal convictions, you may exclude information or answer "no record" to questions concerning arrests. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to a post-application inquiry relative to prior arrests or criminal court appearances. If you have a first conviction, for the following misdemeanors in post-application inquiries you may answer no "record": drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. You may answer in post-application inquiries "no record" to questions concerning conviction records for any conviction of a misdemeanor 5 or more years old from the date of completing this application.
MI	You may state "no record" for any arrests or misdemeanor charges that did not result in a conviction. If a felony charge is pending, you must truthfully answer the question.
NE	You may state "no record" for arrests that did not lead to a conviction.
NJ	If you are disqualified for employment based on your criminal record, you will be given adequate notice and reasonable time to confirm or deny the accuracy of the information.
NY	You may answer "no record" or exclude information on any questions concerning arrests ONLY if you have never been arrested or you have been arrested but acquitted of any charges or if the conviction has been expunged, sealed, set aside, terminated by a youthful offender adjudication, or referred to a diversion program. In explaining the conviction, please state any facts you wish regarding rehabilitation.
NC	You may exclude information on expunged records.
PA	Do not include arrest records.
RI	You may exclude information on questions concerning arrests or any conviction that has been expunged.
VA	You may exclude information or answer "no record" to questions on arrests or convictions if your arrest(s) and/or conviction(s) has/have been expunged.
AL,AZ,AK,ID,IN,IA,LA,ME,MN,MS,MO,SC,TX	You may exclude information on sealed or expunged records. These states defer to the Federal Guidelines at the top of this list. Please refer to the Federal Guidelines above.
 I have read and understand the guidelines of the state in which I am applying for a position and how they apply to answering questions on convictions and arrests. _____ Initials	

EDUCATIONAL BACKGROUND

School Name and Location	Subjects of Study/Interest	Degree Received?		Type?
High School:		YES	No	
College:		YES	No	
Graduate Studies:		YES	No	
Trade or Business School:		YES	No	

EMPLOYMENT HISTORY

Please give an accurate employment record for your most recent full-time and part-time positions. Start with your present or most recent employer. Include military experience if applicable but do not state reason for leaving. Attach additional pages if needed.

Dates of Employment	Company Name	Phone Number	Position	Supervisor's Name	Ending Wage	Reason For Leaving

May we contact your current employer: YES NO

IF YES, PROVIDE CONTACT NAME, NUMBER & POSITION:

Your skills and training that would be relevant to the position being sought: _____

REFERENCES

Please give us the names of three *Professional References*. They should be people you have worked with or for and whom you have known for at least one year. Please do not list relatives.

Name & Address	Phone Number	How do know this person?	Number of years acquainted:

READ AND INITIAL AND SIGN EACH STATEMENT TO ACKNOWLEDGE YOUR AGREEMENT.

_____ I certify that the facts contained in this application for employment are true and correct to the best of my knowledge and that false statements will disqualify me from consideration. I understand that, if employed, any falsified information, no matter when discovered, may be grounds for immediate termination.

_____ I understand that, if employed, my employment with the Company will be “at will,” which means that my employment is not for a specified period of time and can be terminated by me or by the Company at any time, with or without prior notice.

_____ I understand that nothing contained in this application or conveyed in any interview is intended to create an employment contract. An authorized company representative will give all employment offers and such offers must be in writing.

_____ I authorize the Company to investigate my background, references, employment records and other matters related to my suitability for employment, as permitted by law. I authorize persons, educational institutions, employers and organizations to provide any relevant information regarding my suitability for employment to the Company

_____ I understand that this application is being submitted for a currently-open position. If I am not hired for that position, I understand that I must submit a new application to be considered for future openings.

By signing below, I acknowledge that I have read, I understand and I agree to the above statements.

Applicant Signature

Today’s Date