



Application for Employment

Updated 10/2016

Date: _____ **Position Applying for:** _____ **Any Available|** _____

Last Name _____ **First Name** _____ **Middle Initial** _____

(____) _____ (____) _____ _____ **Email** _____

Home Phone **Other Phone**

Current Address _____ **Apt. #** _____

City _____ **State** _____ **Zip Code** _____

Have you ever been employed by the Co-op before? Yes No
If yes, when? _____

Have you ever applied at the Co-op before? Yes No
If yes, when? _____

Do you have any friends or relatives working at the Co-op? Yes No

Name Relationship

Name Relationship

EMPLOYMENT DESIRED

Full-time work (30-40 hours per week) Part-time work (32 and less hours per week)

Please indicate when you are available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are you available for work on weekends? Yes No

Are you able to work on-call for delivery days? Yes No

If hired, when could you start? _____

What planned vacations or extended time off do you need in the next 3 to 6 months? _____

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

Are you legally authorized to work in the U.S.? (Proof of eligibility will be required upon employment.) Yes No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No

If yes, state the nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EMPLOYMENT HISTORY

List your last four employers, starting with the most recent. Please complete this section even if you attach a resume.

Name of Business _____ Supervisor Name _____ (_____) _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Dates of Employment: _____ From _____ To _____ Hourly Pay: _____ Starting _____ Ending _____ Hours worked per week _____

Job Duties: _____

Reason for Leaving: _____ May we contact this employer for a reference? Yes No

Name of Business _____ Supervisor Name _____ (_____) _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Dates of Employment: _____ From _____ To _____ Hourly Pay: _____ Starting _____ Ending _____ Hours worked per week _____

Job Duties: _____

Reason for Leaving: _____ May we contact this employer for a reference? Yes No

Name of Business _____ Supervisor Name _____ (_____) _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Dates of Employment: _____ From _____ To _____ Hourly Pay: _____ Starting _____ Ending _____ Hours worked per week _____

Job Duties: _____

Reason for Leaving: _____ May we contact this employer for a reference? Yes No

Name of Business _____ Supervisor Name _____ (_____) _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Dates of Employment: _____ From _____ To _____ Hourly Pay: _____ Starting _____ Ending _____ Hours worked per week _____

Job Duties: _____

Reason for Leaving: _____ May we contact this employer for a reference? Yes No

Please explain all periods of unemployment (if applicable):

References:

Name _____ (_____) _____ Phone Number _____

Name _____ (_____) _____ Phone Number _____

Name _____ (_____) _____ Phone Number _____

SKILLS & INTERESTS

Have you ever shopped at the Co-op before? If yes, describe your experience and any of your favorite products.

What do you like about natural and organic foods?

Why would you enjoy working at the Co-op?

List skills relevant for position(s) applied for:

Describe a specific situation where you provided excellent customer service in your most recent job. Why was this effective?

What do you think your past supervisors would say are your strengths?

What do you think your past supervisors would say are your areas for improvement?

One of the requirements of this job is the ability to frequently move product weighing up to 50 pounds. Are you able to do that with or without reasonable accommodation?

Is there anything else you would like to add or is there anything else we should know in considering you for a job at the Co-op?

Thank you for your interest in joining our team. We will keep your application active for 30 days and on file for a period of 3 months.