



Employment Application

www.berryvale.com

**Berryvale Grocery & Cafe • 305 S. Mt. Shasta Blvd. • Mount Shasta, CA 96067
530-926-1576 STORE • 530-926-3536 CAFÉ • 530-926-3666 FAX**

Thank you for your interest in working with us at Berryvale. We hire genuinely friendly people who share our commitment to serving the community, espousing natural foods, and nourishing the populace in a lively, dynamic store. We are a locally & family owned and operated business dedicated to creating a positive effect in the lives of our staff and our community. We are an equal opportunity employer committed to a diverse workforce. Benefits for employees include staff discount, sick and vacation pay, SIMPLE retirement plan, and profit sharing. If you have a cooperative spirit and possess the qualifications necessary to make an active contribution to our store, we hope you will submit your application for open positions that interest you.

Our Hiring Procedures

- Please attach a copy of your résumé and letters of recommendation.
- Please drop off your completed application in person Mon-Fri, 8am-3pm, ask for Heidi
- All applications are reviewed and candidates for open positions will be contacted for an interview.
- Our HR Coordinator and Department Coordinator(s) will interview and make the hiring selection.
- We'll contact you if we find a match for your skills, knowledge, interest, and experience.
- Your application will remain on file for one year.
- If you're still interested in a position after that period, you will need to submit a new application.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Cell Phone: _____ Date Available: _____ Today's Date: _____

Position or Department of Interest: _____

Are you legally eligible for employment in the US? YES NO If employment is offered you will need to provide proof of your identity and eligibility to work.

Have you ever worked for Berryvale before? YES NO If yes, when? _____

Tell Us About Yourself

How were you referred to Berryvale?

I'm a Customer: Website: Walk-in: Advertisement:

Friend: Who: _____ Berryvale Staff: Who: _____

Education

High School: _____ Location: _____

Did you graduate? YES NO
 Degree: _____ Courses: _____

College: _____ Location: _____

Did you graduate? YES NO
 Degree: _____ Courses: _____

Other: _____ Location: _____

Did you graduate? YES NO
 Degree: _____ Courses: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____ Years Acquainted: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____ Years Acquainted: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____ Years Acquainted: _____

Company: _____ Phone: () _____

Address: _____

Availability

How many hours per week would you like to work? _____

When are you available to work?

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
From:		From:		From:		From:		From:		From:		From:	
To:		To:		To:		To:		To:		To:		To:	

Skills

In each of the following areas, rate your skill from 0-10 (10=Highest)

_____ Customer Service _____ Food Handling _____ Leadership _____ Organization
 _____ Cash Handling _____ Food Preparation _____ Computer Abilities _____ Cleanliness

Previous Employment

Employer: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Help Us Get To Know You

Tell us what attracted you to Berryvale:

Is there a specific job or position that you're interested in doing here?

Tell us about your natural foods background?

What kind of things are you hoping to find in your next job?

What types of things would you like to do each day while working here?

Disclaimer and Signature

Berryvale does not discriminate on the basis of race, color, creed, national origin, age, gender, marital status, disability, sexual orientation, religion, family status, filing of workers compensation claims, or any other legally protected status. It is our goal that all applicants be given equal opportunity. Selection decisions will be based on job-related factors. Any applicant needing reasonable accommodation should notify us as soon as possible. We will provide reasonable accommodation unless it creates an undue hardship on the operation of our business.

I understand and certify that the answers given by me to the questions in this application are true and correct, without any omissions of any kind. I authorize Berryvale to investigate and check any or all of the information I have provided in this application, and I further agree that in the event it is determined that I have provided false or misleading information, my application can be rejected, or, if employed, can result in my immediate termination. I release from liability any company, school, individual, agency, or any other entity providing information to Berryvale regarding the information given by me in this application. I further acknowledge and agree that employment with Berryvale is "at will," and this application is not an employment contract.

Signature: _____ Date: _____

Office Use Only					
Application received by:		<input type="checkbox"/> Cashier	<input type="checkbox"/> Stocker	<input type="checkbox"/> Produce	<input type="checkbox"/> Wellness
Initial Interview:		<input type="checkbox"/> Counter	<input type="checkbox"/> Line Cook	<input type="checkbox"/> Prep Cook	<input type="checkbox"/> Dishwasher
		<input type="checkbox"/> Maintenance	<input type="checkbox"/> Deli Cook	<input type="checkbox"/> Other _____	