



# Employment Application

## STEP 1: TELL US ABOUT YOU!

TODAY'S DATE: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_

IF HIRED, CAN YOU SHOW EVIDENCE OF YOUR RIGHT TO WORK IN THE UNITED STATES?  YES  NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  
 YES  NO IF "YES", PLEASE EXPLAIN: \_\_\_\_\_

## TELL US ABOUT YOUR AVAILABILITY:

WHEN CAN YOU START? \_\_\_\_\_

HOW MANY HOURS CAN YOU WORK PER WEEK?

FULL-TIME (30+ HOURS PER WEEK)

PART-TIME (12-29 HOURS PER WEEK)

USING THE SPACES BELOW, PLEASE EXPLAIN TO US YOUR AVAILABILITY, LIST ANY COMMITMENTS TO ANOTHER EMPLOYER OR TO SCHOOL THAT WILL AFFECT THE HOURS YOU ARE AVAILABLE TO WORK AT THE CO-OP.

<u>STORE SHIFT HOURS</u>	<u>YOUR AVAILABILITY</u>
MON 8AM – 8PM	_____
TUE 8AM – 8PM	_____
WED 8AM – 8PM	_____
THUR 8AM – 8PM	_____
FRI 8AM – 8PM	_____
SAT 8AM – 8PM	_____
SUN 10AM – 5PM	_____

## STEP 2: WHAT JOBS INTEREST YOU?

WE HAVE SEVERAL DIFFERENT TYPES OF JOBS AT THE CO-OP. IN THE SPACES PROVIDED, WITH "1" BEING YOUR MOST PREFERRED CHOICE AND "5" BEING YOUR LEAST PREFERRED CHOICE, PLEASE RANK THE JOBS LISTED BELOW. FEEL FREE TO CIRCLE SPECIFIC JOBS LISTED THAT INTEREST YOU.

\_\_\_\_\_ **STOCKING/RECEIVING**  
 GROCERY/BULK FOODS  
 REFRIGERATED/FROZEN FOODS

\_\_\_\_\_ **FRESH PRODUCE**

\_\_\_\_\_ **WELLNESS**  
 NUTRITIONAL SUPPLEMENTS  
 PERSONAL CARE

\_\_\_\_\_ **CASHIER/FRONT END**

## STEP 3: WHY DO YOU WANT TO WORK AT THE CO-OP?

HAVE YOU EVER WORKED AT, OR EVER BEEN A MEMBER OF A COOPERATIVE?  YES  NO

WHY DO YOU WANT TO WORK WITH US?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STEP 4: PRIOR WORK HISTORY**

List in order, your last three jobs, beginning with the most recent or present employer.

**Dates of Employment:**      **Employer:** \_\_\_\_\_  
**From:** \_\_\_\_\_      **Address:** \_\_\_\_\_  
**To:** \_\_\_\_\_      **Contact Person:** \_\_\_\_\_  
   **Phone #:** \_\_\_\_\_  
   **Responsibilities:** \_\_\_\_\_  
   \_\_\_\_\_  
**Pay Rate:** \_\_\_\_\_      **Reason for Leaving:** \_\_\_\_\_

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   **Responsibilities:** \_\_\_\_\_  
   \_\_\_\_\_  
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**From:** \_\_\_\_\_      **Address:** \_\_\_\_\_  
**To:** \_\_\_\_\_      **Contact Person:** \_\_\_\_\_  
   **Phone #:** \_\_\_\_\_  
   **Responsibilities:** \_\_\_\_\_  
   \_\_\_\_\_  
**Pay Rate:** \_\_\_\_\_      **Reason for Leaving:** \_\_\_\_\_

**AUTHORIZATION**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writine and signed by an authorized company representative.

**Date:** \_\_\_\_\_      **Signature:** \_\_\_\_\_