



APPLICATION FOR EMPLOYMENT

Name: _____ Date: _____

Mailing Address, City, State, Zip _____

Preferred Phone: _____ Email: _____

How did you learn about openings at the Co-op? _____ Are you at least 18 years old? _____

Have you applied here previously? Yes No What position are you applying for? _____

Please list anyone you know who has worked here: _____

Schedule Information

Number of hours per week you are interested in working? Ideal: _____ Minimum: _____ Maximum: _____

When are you available to work? Write in ALL possible hours. We staff daily from 6am to 10pm for most positions, and Sundays from 8am to 10pm. (Keep in mind that a retail store requires weekends. Availability to work at least one weekend day is required for most positions.)

Table with 7 columns: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Are there any hours you cannot work? _____ Date you are available to start work: _____

Classes or other commitment schedule: _____

Do you have any future plans, scheduled vacation or other time off, or other commitments that might interfere with your schedule?

If so, please give dates: _____

Please indicate all departments you would like to work in, not just those currently advertised.

- Grocery Produce Seafood & Meat Herbs/Vitamins/Body Care Cashier Cheese Service Administrative Cooking Bakery Sandwich Counter Service Dishwashing Maintenance

Indicate any department where you have a special interest: _____

Are there other experiences or skills, which you feel would especially qualify you to work for the Co-op? _____

When we check your references, what do you think they will name as your greatest strength? _____

What would they say you need to work on? _____

Some jobs at the Co-op can be very physically challenging, including frequently lifting 50 lb. bags or boxes and standing for up to 4 hours at a time. This physical work is an essential function of these jobs. If you are applying for such a position, can you, (with or without reasonable accommodation) perform this essential function?

- Yes, I can perform these tasks No, I would not be able to perform these tasks I am not applying for this type of job



WORK EXPERIENCE

Start with present or most recent employer and account for at least past 7 years of employment history, including periods of unemployment - attach additional pages as needed. Please do not simply write "see resume". We need this data, too.

Company Name: _____	Phone: _____
Address: _____	Job Title: _____
Job Duties: _____	Supervisor: _____
OK to contact? _____ Reason for leaving: _____	
Employed from _____ To _____	Starting Wage _____ Ending _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>

Company Name: _____	Phone: _____
Address: _____	Job Title: _____
Job Duties: _____	Supervisor: _____
OK to contact? _____ Reason for leaving: _____	
Employed from _____ To _____	Starting Wage _____ Ending _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>

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Education

	School Name/Location	Yrs Completed	Certificate/Diploma/Degree
High School			
Post-Secondary			
Other Relevant Training			



REFERENCES/QUESTIONNAIRE

Name	Relationship	Phone	Email

Have you ever been convicted of a crime other than a traffic violation?

If "Yes," please indicate the date, state, county, and nature of conviction. If "No", state 'none'.

The Co-op is a very service-oriented business. What does good service mean to you?

Describe a real incident in which you were treated rudely as a customer somewhere. How would you have handled it differently if you had been in the other person's shoes?

If you have ever been a customer of the Co-op, please describe what you enjoyed most about the experience.

Why do you want to work at the Monadnock Food Co-op?

Retail can be high volume, fast-paced and stress-filled. What makes you believe you can perform well under these conditions?



JOB MATCHING

Please review the following list of work conditions. Rate each from 1 to 3 according to the scale:

1 = unable to do, or would hate it!

2 = able to do, but not my favorite

3 = able to do and would enjoy it!

	On-going training
	Taking responsibility for mistakes
	Juggling multiple tasks
	Helping hundreds of customers per day
	Handling unpackaged meat
	Working with numbers
	Cleaning gross things
	Helping out in departments other than your own
	Receiving direction from managers
	Working behind a counter
	Receiving criticism
	Wiping and cleaning things all day
	Memorizing codes and numbers
	Reporting to work at 6am – I enjoy seeing the sun rise!
	Working weekends
	Working with others

	Being on my feet for an 8+ hour shift
	Doing repetitive job duties
	Working at a fast pace
	Serving people with values different than your own
	Handling packaged meat
	Being accountable for money
	Serving customers who are in a bad mood
	Talking to customers for an entire shift
	Lifting 50lbs or more repetitively
	Prioritizing a busy workload
	Working under time pressure
	Getting food on your clothes
	Picking up trash inside and outside
	Working until 10pm – I'm a night owl!
	Working holidays
	Working alone

I hereby declare that information provided by me in the Monadnock Food Co-op Application is true, correct, and complete to the best of my knowledge. I understand that, if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I further understand that my employment with this company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period and thereafter, my employment is terminable at will for any reason by either party.

Signature of Applicant: _____ Date: _____

Monadnock Food Co-op is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, or disability.

Internal Use Only

Date Screened: _____ Screened By: _____