



# Employment Application

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least 18 years old?  Yes  No Birthdate if under 18 (mm/dd/yy): \_\_\_\_\_

Have you applied here before?  Yes  No Which position are you applying for? \_\_\_\_\_

How did you hear about this opening (please be specific; e.g. Craigslist, friend, website, etc.) \_\_\_\_\_

Please list anyone you know who is currently working here or has worked here before. What is your relationship? \_\_\_\_\_

### Availability

Please indicate below all hours you are available to work.

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Ex. 8:00A – 4:00 P							

Are there any hours you cannot work? \_\_\_\_\_

Date available to begin: \_\_\_\_\_

Days scheduled and number of hours may differ each week. Can you work a flexible schedule?  Yes  No

Please indicate the departments you are interested in working in, not just those currently advertised:  
 Grocery  Produce  Meat  Wellness  Kitchen  Front End  Administrative  Maintenance

Are there any conditions which might prevent you from doing the essential functions of the job or types of jobs for which you are applying? \_\_\_\_\_

### Work Information and History

Briefly describe your goals for the future, career or personal. How does the Co-op fit into your plans? \_\_\_\_\_

Do you have any skills or experience in the following areas?  Co-ops  Cashiering  Retail Merchandising  
 Produce  Natural Foods  Customer service  Computers  Kitchen  Supervising

Please list any other experiences or skills which you feel would qualify you to work at the Co-op: \_\_\_\_\_

~ Continued on other side ~

**Prior Work History** - Please list beginning with present or most recent.

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Dates employed: *from* \_\_\_\_\_ *to* \_\_\_\_\_  Full-time  Part-time  
 Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Dates employed: *from* \_\_\_\_\_ *to* \_\_\_\_\_  Full-time  Part-time  
 Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Dates employed: *from* \_\_\_\_\_ *to* \_\_\_\_\_  Full-time  Part-time  
 Reason for leaving: \_\_\_\_\_

**Education**

	School Name	Location	Years completed	Certificate/Diploma/Degree
High school				
Post-secondary				
Other training				

**References**

Please provide three references; at least two should be professional.

Name	Relationship	Phone	Email

I certify that all of the information I have given here is true and complete, and I authorize investigation of all statements in this application.

Signature: \_\_\_\_\_

*The High Falls Food Co-op is an equal opportunity employer.*