

 **Application for Employment**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City State Zip

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member of any food Coop? Yes / No

Position applying for ­\_\_\_\_­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Rate of Pay \_\_\_\_\_\_\_\_\_\_\_\_Age 18+ Yes / No

How did you hear of this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PREVIOUS WORK EXPERIENCE**

List in chronological order, beginning with your present or most recent employer. In a few sentences describe your job; what you liked about it, didn’t like, and your reason for leaving.

May we contact your former employers for a reference? Yes/No

|  |  |  |
| --- | --- | --- |
| Company Name | Your Title: | Supervisor’s Name and Title |
|  |  |  |
| Address | Phone | From (mm/yy) To (mm/yy) |
| Reason for Leaving:Duties and Responsibilities: |  |  |
|  |  |  |
|  |  |  |
| Company Name | Your Title: | Supervisor’s Name and Title |
|  |  |  |
| Address | Phone | From (mm/yy) To (mm/yy) |
| Reason for Leaving:Duties and Responsibilities: |  |  |
|  |  |  |
|  |  |  |
| Company Name | Your Title: | Supervisor’s Name and Title |
|  |  |  |
| Address | Phone | From (mm/yy) To (mm/yy) |
| Reason for Leaving:Duties and Responsibilities: |  |  |
|  |  |  |

Continue on a separate sheet if necessary.

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| School Name & City/State | Graduated or GED | Degree |
| High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ⬜ Yes ⬜ No | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| College(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ⬜ Yes ⬜ No | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Trade/Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ⬜ Yes ⬜ No | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PROFESSIONAL REFERENCES**

Name Relationship Phone

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENERAL

Date available to begin work: \_\_\_\_\_\_\_\_\_\_\_\_\_ Do you prefer: ⬜Full-Time (30-40 hrs.) ⬜Part-Time (under 30 hrs.) ⬜ Either

Do you have any commitments to another employer or school that might affect your employment with us? If so, please explain:

List hours you are available to work (please specify by day):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| From |  |  |  |  |  |  |  |
| To |  |  |  |  |  |  |  |

Are you able to perform the essential duties of the job (see job description)?

Why do you want to work at the Co-op and what attracts you to this particular job?

How long could you foresee yourself working here?

Describe the way you feel you would interact with customers.

What is the extent of your knowledge and/or experience with the Co-op and the products we sell?



Is there anything else you’d like to add about yourself?

All information I have supplied on this application is true to the best of my knowledge. I understand that if I am employed, discovery that I gave false information during the application process may result in immediate termination of employment.

SIGNATURE: DATE: