

Rutland Area Food CoOp

Application for Employment

Dear Applicant,

Rutland Area Food CoOp is a member- and community-owned cooperative grocery store that is open to everyone, members and nonmembers alike.

We hire hard-working, friendly and knowledgeable people who are committed to our CoOp's mission and principles, and who will cooperate with and provide the highest level of service to our diverse membership and customer base.

If you provide excellent customer service, support your co-workers with your outstanding work ethic, and are willing to take part in our cooperative structure, we encourage you to put your energy to work for the benefit of your community by taking this first step towards joining our growing business.

We hold applications on file for 6 months from the date on the application. If we have not called to set up an interview within that time, and you are still interested in being considered for a position, you will need to submit a new application.

Name: _____ Date: _____

Street Address: _____

Town: _____ State: _____ Zip: _____

Home Phone: _____ Cell/Other Phone _____

Email: _____

1. How were you referred to us? Sign on door Newspaper Ad Current Employee

Current Member On my own Name of referral source: _____

2. Where in the store would you like to work and/or are interested in learning more about?

Choose all that apply: Front End Grocery Produce Herbs/supplements/body care

If you are applying for a special position, please name it here: _____

3. How many hours per week do you wish to work?

Fewer than 20 hours 20-30 hours 30-35 hours 35-40 hours

any number of hours available

Employment History

List your present or most recent employer first. If you wish to include additional employment history please attach an additional sheet. If you have a resume that includes the information requested, please attach your resume to the application and do not complete this part of the form.

1. Present/Most Recent Employer: _____

Dates of employment (month/year to month/year) _____

Job Title: _____

Address: _____ Town/City: _____ State: _____

Job responsibilities: _____

Supervisor name: _____ Phone number: _____

May we contact this employer Yes No Were you terminated from this position? Yes No

If yes, why? _____

2. Employer: _____

Dates of employment (month/year to month/year) _____

Job Title: _____

Address: _____ Town/City: _____ State: _____

Job responsibilities: _____

Supervisor name: _____ Phone number: _____

May we contact this employer Yes No Were you terminated from this position? Yes No

If yes, why? _____

3. Employer: _____

Dates of employment (month/year to month/year) _____

Job Title: _____

Address: _____ Town/City: _____ State: _____

Job responsibilities: _____

Supervisor name: _____ Phone number: _____

May we contact this employer Yes No Were you terminated from this position? Yes No

If yes, why? _____

Availability

1. Please indicate the hours that you are NOT available to work by marking those times with an X in the chart below. Please make any additional notes about your schedule in the space below the chart.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-10 a.m.							
10a.m.-noon							
12-2 p.m.							
2-4 p.m.							
4-6 p.m.							
6-9 p.m.							

Notes:

2. When are you available to begin working? _____

3. Will you have commitments that might affect your employment with us? _____

4. How long have you lived in the Rutland area? _____

5. How long do you plan to live in the area? _____

6. How long do you plan to be employed by the CoOp? _____

Education

Most recent school name and location: _____

Years attended: _____ Course of study: _____

Did you graduate? Yes No If no, do you plan to return? Yes No

Years of education: High school _____ College _____ Graduate School _____

Trade school or other training _____

References

Character References (at least 3):

Name: _____ Relationship: _____

City: _____ State: _____ Phone: _____

Name: _____ Relationship: _____

City: _____ State: _____ Phone: _____

Name: _____ Relationship: _____

City: _____ State: _____ Phone: _____

General Information

Please answer the following questions. You may attach an additional sheet of paper if necessary.

1. Have you ever applied for a job at the Rutland Area Food CoOp before? Yes No

If yes, when? _____

2. Have ever been convicted of a felony? Yes No (An answer of "yes" will not automatically disqualify you from being considered as a candidate for employment.) If yes, please state the nature of the crime, and when and where it occurred: _____

3. Are you a U.S. citizen? Yes No

4. Please describe how often and for what reasons you missed work at your past jobs.

5. What have you liked most and/or found the most rewarding about customer service jobs you've held in the past?

6. Why would you prefer working at the CoOp versus another grocery store?

7. Tell us why we should hire you:

Agreement:

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I authorize persons, schools, my current employer, and/or previous employers, and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

Signature: _____ Date: _____