



APPLICATION FOR EMPLOYMENT

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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Preferred  Mobile: \_\_\_\_\_ Preferred

Email: \_\_\_\_\_ Have you applied here previously?  Yes  No

Are you at least 18 years old?  Yes  No Note: If you are under 18, hire is subject to your parent or guardian written permission; if under 16, a Youth Employment Certificate is required. Birthdate if under 18: \_\_\_\_\_

Please list anyone you know who has worked here: \_\_\_\_\_

What position are you applying for? \_\_\_\_\_ Desired Wage: \_\_\_\_\_

What experience or skills do you have which qualify you for this position? \_\_\_\_\_

How did you learn about this opening? (Please be specific e.g. Craigslist, Sentinel, etc.) \_\_\_\_\_

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

Schedule Information

Number of hours per week you are available to work? 35 - 40  30 - 35:  25 - 30:  15 - 25  Less than 15:

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 at least one weekend day is required for most positions.)

Table with 7 columns: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. Each column has a large empty box for scheduling.

Are there any days and times you cannot work? \_\_\_\_\_ Date available to start: \_\_\_\_\_

Classes or other commitment schedule: \_\_\_\_\_

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

How long could you foresee working at the Co-op? \_\_\_\_\_

Some jobs at the Co-op can be very physically challenging, including frequently lifting and moving bags or boxes weighing up to 50 lbs. 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?

- I can safely lift and move up to 50 pounds  I can stand up to 4 hours at a time  I am not applying for this type of job

Monadnock Food Co-op — 34 Cypress Street — Keene NH 03431
603-355-8008 — 603-354-7908 fax — employment@monadnockfood.coop

**WORK HISTORY** *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.*

May we contact your current employer?  Yes  No

**Current or Most Recent Employer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates employed \_\_\_\_\_ To \_\_\_\_\_ Full-time  Part-time

Reason for leaving: \_\_\_\_\_

**Next Recent Employer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates employed \_\_\_\_\_ To \_\_\_\_\_ Full-time  Part-time

Reason for leaving: \_\_\_\_\_

**Next Recent Employer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates employed \_\_\_\_\_ To \_\_\_\_\_ Full-time  Part-time

Reason for leaving: \_\_\_\_\_

If we may not contact all the employers listed above, which ones should we NOT contact and why not?

\_\_\_\_\_

Which job did you like the best – and why?

\_\_\_\_\_

If you have ever been discharged or asked to resign from a job, please explain

\_\_\_\_\_

**Education**

	School Name	Location	Years Completed	Certificate/Diploma/Degree
High School				
Post-Secondary				
Other Relevant Training, Skills, Licenses				

## Please provide 3 professional references

Name	Relationship	Phone	Email

When we check your references, what do you think they will name as your greatest strengths? What would they say you need to work on?

Please briefly describe your experience working in the food service industry as it relates to the job you are applying for.

At the co-op we strive to create the best customer service experience possible. What does great customer service mean to you?

If you have been a customer of the Co-op, please describe the experience – what did you like; what didn't you like?

Do you prefer a fast paced or slow paced working environment and why?

Tell us about the biggest challenge you've faced and how you handled it.

Give an example of a time you gave a positive contribution to a team; what was the outcome?

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

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Please answer **True** or **False** to the following:

<input type="checkbox"/>	I have knowledge about natural and organic foods
<input type="checkbox"/>	I am able to take responsibility for mistakes
<input type="checkbox"/>	I can juggle multiple tasks
<input type="checkbox"/>	I love to eat healthy food
<input type="checkbox"/>	I don't like handling unpackaged meat
<input type="checkbox"/>	I enjoy working with numbers
<input type="checkbox"/>	I like talking to customers for an entire shift
<input type="checkbox"/>	I like to help out in departments other than my own
<input type="checkbox"/>	I enjoy on-going training
<input type="checkbox"/>	I know what GMO means
<input type="checkbox"/>	I don't handle receiving criticism well
<input type="checkbox"/>	I am able to work weekends
<input type="checkbox"/>	I easily memorize codes and numbers

<input type="checkbox"/>	I know a lot about food trends such as gluten-free diets
<input type="checkbox"/>	I don't like doing repetitive job duties
<input type="checkbox"/>	I like working at a fast pace
<input type="checkbox"/>	I like answering the phone
<input type="checkbox"/>	I have good customer service skills
<input type="checkbox"/>	I like being accountable for money
<input type="checkbox"/>	I have experience serving customers in a bad mood
<input type="checkbox"/>	I am able to work holidays
<input type="checkbox"/>	I prefer working by myself
<input type="checkbox"/>	I easily can prioritize a busy workload
<input type="checkbox"/>	I don't mind working under time pressure
<input type="checkbox"/>	I prefer working until 10pm – I'm a night owl!
<input type="checkbox"/>	I prefer reporting to work at 6am - I'm an early bird!

**Please read carefully, initial each paragraph, and sign below:**

\_\_\_\_\_ 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 understand that this application, if I am employed by the Co-op, will become part of my personnel file.

\_\_\_\_\_ In connection with this application, I authorize my former employers and schools to release information they may have about me. I release all parties supplying such information and the Co-op from any liability arising out of the release of any such information.

\_\_\_\_\_ 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 received _____ Recorded _____ Confirmed receipt via _____
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