



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.)*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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?

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

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

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

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