



# Application for Employment

Thank you for your interest in working at the Co-op! North Coast Co-op provides food and goods, promotes sustainable practices and follows co-op principles. If this is something you would like to be a part of, grab a pen and tell us a little about yourself! **Please fill out the application in its entirety, front and back, and return to Customer Service in either store location.** We are unable to accept incomplete applications. Feel free to attach a resume **in addition to** completing all the requested employment information.

Today's date: \_\_\_\_\_ Date available: \_\_\_\_\_ Position(s) applying for: \_\_\_\_\_

Your Name: \_\_\_\_\_ Location: (circle) Arcata Eureka Either

Address: \_\_\_\_\_

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

Why do you want to work at the Co-op?

\_\_\_\_\_

\_\_\_\_\_

Shifts DESIRED: (Please circle) Part-time Full-time Ideal # of shifts per week: \_\_\_\_\_ Ideal # of hours per week: \_\_\_\_\_

### Hours you are AVAILABLE to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
from:	from:	from:	from:	from:	from:	from:
to:	to:	to:	to:	to:	to:	to:

*NCC will make an effort to accommodate your schedule needs but we can not guarantee a set or specific work schedule.*

Other time commitments (school, another job, volunteer positions, etc.): \_\_\_\_\_

\_\_\_\_\_

Education	What:
High School	
Advanced or Specialized Education	

### Our Service Vision

At North Coast Co-op we go the extra mile to give exceptional service. We greet everyone with a genuine smile, always provide a positive experience and sincerely thank every customer. We show passion for our co-op and take pride in our service.

Please give an example of how you can help us achieve our vision as an employee of the Co-op:

\_\_\_\_\_

Have you ever worked for North Coast Co-op in the past? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

### PRIOR WORK HISTORY: Please list your 3 most recent employers

Dates: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position & Responsibilities: \_\_\_\_\_

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

(See Other Side)

Dates: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Address: \_\_\_\_\_

Position & Responsibilities: \_\_\_\_\_

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

Dates: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Address: \_\_\_\_\_

Position & Responsibilities: \_\_\_\_\_

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

Please describe any skills you have in any of the following areas: Customer Service, Natural Foods, Cooking, Food Service, Baking, Retail Merchandising, Cashiering, Produce, Nutrition, Computers or Cooperatives.

please use extra sheet if needed

**REFERENCES:**

Name	Relationship	Address	Phone Number

**How did you hear about our openings?**

Co-op Employee Referral \_\_\_\_\_ If yes, who? \_\_\_\_\_

Our Website \_\_\_\_\_ Facebook \_\_\_\_\_ Craigslist \_\_\_\_\_ Job Fair \_\_\_\_\_ The Job Market \_\_\_\_\_

Indeed \_\_\_\_\_ Journal/Newspaper \_\_\_\_\_ Walk in \_\_\_\_\_ Other \_\_\_\_\_

If hired, could you show evidence of your right to work in the US? \_\_\_\_\_

I authorize my present and former employers (unless otherwise indicated on this application) to release to the co-op any information concerning my employment, including my job performance. Further, I release all these parties from liability for any damage (except that resulting from misrepresentation) which might result from furnishing this information.

The information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant misrepresentation or omission of facts called for may disqualify me from further consideration and may be considered justification for dismissal if discovered at a later date. I understand that, if hired, my employment is governed by the Staff Policy of the North Coast Co-op Board of Directors, is for no definite period, and may be terminated at any time during my probationary period.

Print Name: \_\_\_\_\_

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

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