



## The FOOD CO-OP EMPLOYMENT APPLICATION

The Food Co-op is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state or local law.

Please contact Human Resources at [hr@foodcoop.coop](mailto:hr@foodcoop.coop) if you need accommodations in order to participate in the application process.

**Please complete the form fully – you may attach a resume or other materials, but please do not leave any blanks (unless they don't apply), or reference a resume. Use additional pages as needed.**

Full Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Main Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Position:  Any  Other: \_\_\_\_\_ Pay Desired: \_\_\_\_\_

How did you learn about this position opening? \_\_\_\_\_

### WORK AVAILABILITY

**Our positions (part-time, included) mostly need open availability: early, evening, weekends & holidays**

Date that you are available to start work: \_\_\_\_\_

**Check all that apply:**

- I am looking for VERY PART TIME WORK (10-19 hrs week) (we have very limited need)
- I am looking for PART TIME WORK (20-28 hrs week)
- I am looking for FULL TIME WORK (32-40 hrs week)

The days and times you **ARE AVAILABLE** to work at The Food Co-op (**check all that apply**):  
 Store operations shifts range from 4 am – 12 midnight, these are not necessarily work shifts

	Su	M	Tu	W	Th	F	Sa	
<b>I'm AVAILABLE ALL HRS</b>								<i>Notes</i>
Early Morning (4am start)								
Mid-morning								
Noon/afternoon								
Evening								
Late evening (to midnight)								

### EDUCATION

School Name & City	Graduated or GED	Degree
High School: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
College: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
College: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Trade/Other: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____

## SKILLS and EXPERIENCE

**Required – please fill out completely** unless the item does not apply (please don't "refer to resume")

**\*Beginner:** I have a basic awareness of skill, have had a little bit of experience with this and I'm ready to learn!

**\*Intermediate:** I am pretty well versed in this skill, able to do the task most of the time without help.

**\*Advanced:** I have this skill down pat. Given enough time, I could write the book (or re-write it). Can work on my own, without any further training.

<b>Skill</b> Please check if you have work, volunteer or class experience in:	<b>Work Experience</b> Full-time equivalent:	<b>Level of Expertise</b> See descriptions*	<b>Notes</b> On the job? School? If so, where? <b>Please list hobbies/interests on next page</b>
<input type="checkbox"/> <b>Cashiering</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Customer Service</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Co-ops</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Kitchen: Prep Cook/Cook</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Kitchen: Dish/cleaning</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Kitchen: Deli/Food Service</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Grocery/Retail: Stocking</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Grocery/Retail: Receiving</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Produce: Stocking/receiving</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Produce: Farms/other</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Retail: Merchandising</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Herbs &amp; Supplements</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Management or Supervisory</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Computers: Office Suite</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Administrative or Bookkeeping</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> <b>Info Technology</b>	<input type="checkbox"/> Less than 6 mo <input type="checkbox"/> 6 mo-2yrs <input type="checkbox"/> More than 2 yrs	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	

## EMPLOYMENT HISTORY

List all employment in last 7 years, in reverse order beginning with present or most recent employer and any other relevant work history (if longer than 7 years ago) use additional sheets if necessary

If previously employed at The Food Co-op, list dates of employment and last position held:

Position(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

**Dates:** \_\_\_\_\_ **Employer** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
From \_\_\_\_\_ Supervisor \_\_\_\_\_ City/State \_\_\_\_\_  
To \_\_\_\_\_ Position Title/Responsibilities \_\_\_\_\_  
**Pay Rate** \_\_\_\_\_  
\$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Current?  YES If current, may we contact this employer?  YES  NO

**Dates:** \_\_\_\_\_ **Employer** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
From \_\_\_\_\_ Supervisor \_\_\_\_\_ City/State \_\_\_\_\_  
To \_\_\_\_\_ Position Title/Responsibilities \_\_\_\_\_  
**Pay Rate** \_\_\_\_\_  
\$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Current?  YES If current, may we contact this employer?  YES  NO

**Dates:** \_\_\_\_\_ **Employer** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
From \_\_\_\_\_ Supervisor \_\_\_\_\_ City/State \_\_\_\_\_  
To \_\_\_\_\_ Position Title/Responsibilities \_\_\_\_\_  
**Pay Rate** \_\_\_\_\_  
\$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Current?  YES If current, may we contact this employer?  YES  NO

**Dates:** \_\_\_\_\_ **Employer** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
From \_\_\_\_\_ Supervisor \_\_\_\_\_ City/State \_\_\_\_\_  
To \_\_\_\_\_ Position Title/Responsibilities \_\_\_\_\_  
**Pay Rate** \_\_\_\_\_  
\$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Current?  YES If current, may we contact this employer?  YES  NO

List periods of unemployment of more than 30 days and describe: \_\_\_\_\_

Have you ever been discharged from any employment or asked to resign?  YES  NO  
If "Yes" please describe: \_\_\_\_\_

**Optional:** Please describe any other knowledge, skills, abilities, education or experience which you feel would especially qualify you to work for the Food Co-op: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Optional:** How would working at the Co-op fit into your plans? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK REFERENCES (current or former supervisors/co-workers – do not list relatives)**

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Years known \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Years known \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Years known \_\_\_\_\_

**AFFIRMATIONS**

**If hired, can you provide evidence of your legal right to work in the U.S.?**  YES  NO

**If you are under 18 years old, can you provide proof of age and a work permit?**  YES  NO

**If you are under 18, please state your age:** \_\_\_\_\_

**Are you related to or in a dating relationship with employee(s) currently working at the Co-op? Name(s):** \_\_\_\_\_  YES  NO

**Are you able to perform the essential duties of the job** for which you are applying, with or without a reasonable accommodation (see job descriptions)?  YES  NO

If no, please explain: \_\_\_\_\_

**Background check required:** (answers will not necessarily bar the applicant from employment)

In the last 7 years have you been convicted, plead guilty/no contest to a felony?  YES  NO

In the last 3 years have you been convicted, plead guilty/no contest to a misdemeanor?  YES  NO

If yes, please describe: \_\_\_\_\_

I certify that the information provided here by me to the Food Co-op is true and complete 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 my employment.

I authorize the Food Co-op to solicit information regarding my character, general reputation, criminal conviction history, previous employment and similar background information, and to contact any and all references and previous employers I have given on my application. I hereby release all parties and persons connected with any such requests for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release The Food Co-op from any liability for future references it may provide regarding my work history with the Food Co-op.

In consideration of my employment, I understand and agree that my employment can be terminated with or without cause, and with or without notice at any time, at the option of either the Food Co-op or myself. I understand that no representative of the Food Co-op other than the General Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. **Unsigned/incomplete applications will not be considered**

\_\_\_\_\_  
Signature (REQUIRED)

\_\_\_\_\_  
Date

**Completed, signed applications** and any other documentation required in the job posting may be dropped at the store (Member Services Desk) or faxed, mailed or emailed to:

**Fax:** (360) 379-5762

**Email:** [hr@foodcoop.coop](mailto:hr@foodcoop.coop)

**Mail:** The Food Co-op, Attn: HR  
414 Kearney Street  
Port Townsend, WA 98368