

PLEASE READ BEFORE SIGNING

Co-op Market will be a very special place to work. We have high standards and care about our community. Co-op employees must understand that Customer Service is our number one job, and that we live and work by Cooperative philosophy and principles. We serve our members, customers and employees with high ethical standards, sound management and a safe, supportive, and **smoke free** work environment.

Our goal is to be the friendliest grocery store in Fairbanks by providing prompt, positive and helpful customer service. We seek applicants who want to help us reach that goal. In addition, employees who accept a job with the Co-op accept the assigned schedule and are expected to come to work as assigned.

Equal Employment Opportunity – We do not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, sexual orientation, marital status, status as a disabled veteran or any other characteristic protected by law and/or irrelevant to the good execution of this position

Employment at Will – I understand that if I am offered a position at the Co-op, my employment is “at will,” neither permanent nor guaranteed. I understand that if I am offered employment with Co-op Market either the Co-op or I can terminate the employment relationship at any time with or without cause or notice.

Certification and Release: I certify that the information 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 at a later date.

I hereby acknowledge that I have read, understand and agree to the conditions set forth above.

Print Full Name _____

Signature _____ *Date* _____

CO-OP MARKET GROCERY & DELI EMPLOYMENT APPLICATION

Co-op Market is an Equal Opportunity Employer
526 Gaffney Road - Fairbanks, AK 99701
Mail applications to: PO Box 72637 Fairbanks, AK 99707

www.CoopMarket.org

Thank you for your interest in working for Co-op Market Grocery & Deli! Before moving forward please know that:

- Co-op Market does not have seasonal employment or short-term employment;
- Most team members will have a typical or routine schedule, but shifts and hours are subject to change, especially during start-up months;
- Almost all positions require weekend availability;
- Co-op Market's goal is to become the friendliest grocery store in Fairbanks and we are looking for applicants who will help us reach that goal!

You must submit an application in order to be considered for employment. Due to the large number of applicants we expect to receive, we regret that we are unable to follow up with each candidate. We will make a strong effort to follow up with those who have been interviewed once our decision has been reached.

Circle the departments in which you would like to work.

Front End Deli Meat&Seafood Grocery Produce Wellness

Name: _____ Date: _____

Present Address: _____ Zip: _____

Home Phone# _____ Cell: _____

Email: _____

Language(s) spoken fluently: _____

If hired, can you furnish proof that you are eligible to work in the U.S.?

____ Yes ____ No

Are you 18 years or older? ____ Yes ____ No

Have you ever been convicted of, pled no contest to, or obtained a deferred adjudication for any crime of violence or crime of dishonesty, including but not limited to burglary, theft, fraud or forgery? (*Conviction will not necessarily disqualify an applicant from employment.*) ____ Yes
____ No *If yes, please explain on a separate sheet.*

Are you related to anyone who currently works at or is on the Board of Co-op Market Grocery & Deli?

____ Yes ____ No If so, whom: _____

Are you currently a student? ____ Yes ____ No If yes, list birthday: _____

How did you learn about this position?

____ Newspaper ____ Our website ____ Our email updates ____ Facebook
____ Word of Mouth ____ Craigslist ____ Alexsys statewide job network
Other: _____

Scheduling & Availability

What date could you start? _____

Please list the times you are available to work:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
a.m.							
p.m.							

1. In the next 6 months, do you expect any change in your availability?

Yes No If yes, please explain.

2. Can you work early mornings (7 am), evenings (until 10 pm and weekends)?

Yes No

3. Are you seeking full-time or part-time employment?

FT PT If part-time, how many hours _____?

Employment History – *Please note any employment, past or present that you think would be helpful in the consideration of your application. Feel free to submit a resume to supplement, but please complete this section as well.*

Employer _____ Dates of employment _____
Address _____ Phone #(s) _____
Supervisor _____ May we contact this person? _____
Wage/Salary: Start: _____ End: _____ Position(s) Held and Duties: _____

Reason for leaving: _____

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Reason for leaving: _____

Are you eligible for rehire for one or all of these jobs?

Education

High School _____ Degree _____

College/University _____

Area(s) of study _____

Graduation Date _____ Degree _____

Vocational _____

Area(s) of study _____

Graduation Date _____ Degree/License _____

List any other important educational experiences:

Questionnaire:

1. Why are you interested in working at Co-op Market Grocery & Deli?

2. What specific experience do you have related to the position for which you are applying (retail business, cooperatives, natural foods knowledge etc.)?

3. Co-op Market's goal is to be the friendliest grocery store in Fairbanks, therefore we expect our employees to demonstrate exceptional customer service. What is your experience and philosophy regarding interacting with customers?

4. Co-op Market strives for constant improvement. Please tell us your personal strengths and/or leadership experience that could improve Co-op Market.

Explain skills in which you are experienced:

Bookkeeping	
Cashiering	
Computer programming	
Data Entry	
Database Software	
Food Service/Preparation	
General Cleaning	
Graphic Design	
Human Resources	
Marketing	
Meat & Seafood	
Microsoft Word/Excel	
Phone Skills	
Produce	
Receiving & Stocking	
Retail merchandising	
Sales & Customer Service	
Technical Support	
Writing	

Are there other experiences or skills that you feel would especially qualify you to work for the co-op?

Job Matching: Please review the following list of work conditions. Rate each one from 1 to 3 according to the scale below.

1 = unacceptable or unable to do 2 = not my favorite, but okay 3 = would enjoy/excel at it

- | | |
|--|---|
| <input type="checkbox"/> Cleaning gross things | <input type="checkbox"/> Standing in one place for long periods |
| <input type="checkbox"/> Taking responsibility for mistakes | <input type="checkbox"/> Repetitive job duties |
| <input type="checkbox"/> Juggling multiples tasks | <input type="checkbox"/> Talking to customers for an entire shift |
| <input type="checkbox"/> Helping hundreds of customers per day | <input type="checkbox"/> Ongoing training |
| <input type="checkbox"/> Serving people w/ different values | <input type="checkbox"/> Working with numbers |
| <input type="checkbox"/> Working behind a counter | <input type="checkbox"/> Serving moody customers |
| <input type="checkbox"/> Handling unpackaged meat | <input type="checkbox"/> Working at a fast pace |
| <input type="checkbox"/> Receiving criticism | <input type="checkbox"/> Helping out other departments |
| <input type="checkbox"/> Working for \$10.25 per hour | <input type="checkbox"/> Receiving direction from management |
| <input type="checkbox"/> Wiping and cleaning things all day | <input type="checkbox"/> Being accountable for money |
| <input type="checkbox"/> Memorizing codes and numbers | <input type="checkbox"/> Lifting 25lbs. or more repetitively |
| <input type="checkbox"/> Prioritizing a heavy workload | |
| <input type="checkbox"/> Working under time pressure | <input type="checkbox"/> Getting food on my clothes |
| <input type="checkbox"/> Picking up trash inside and outside | |

Professional References, Supervisor or Manager (co-worker, friend, etc. is NOT acceptable)

Name _____ Address _____
Name of Business (if applicable): _____ Phone#: _____
Title/Relationship: _____ Years Acquainted _____

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