

## 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.

Co-op management takes compassion, intention and responsibility. Making a commitment to become a Co-op Market Team Leader requires hard work, dedication, high yet reasonable expectations, care and flexibility.

Additionally, it is important to note that working at Co-op Market requires the wearing of multiple hats. Our management team is responsible for supervising their team members; meeting objectives for sales, labor, margin, and inventory turns; selecting, pricing and promoting designated products; and helping out in other departments as needed.

The positions currently being offered are 32-40+ hours per week. Our compensation package includes: a competitive salary plus a benefits package. This benefits package includes: an empowered work environment, a 15% employee discount on purchases at the co-op, paid personal time off and merit-based raises.

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. Information provided on this application will not be used for any discriminatory purpose.

**Employment at Will** – I understand that if I am offered a position at the Co-op, my employment is “at will,” which means that either the Co-op or I can terminate the employment relationship at any time for any reason not prohibited by law. I also understand and agree that the terms and conditions of my employment may be changed with or without cause, and with or without notice, at any time by the Co-op.

**Certification and Release:** I certify that all the information submitted by me on this application is true and complete to the best of my knowledge and that if I am employed, false statements on this application can be ground for termination of my employment. If the Co-op employs me, I understand that this application will become part of my personnel file. I authorize my former employers, schools, law enforcement agencies and branches of military 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.

*Print Full Name* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Application for Employment (Team Leaders)**

Circle the position(s) that interest you. Team Leader positions:

Front End

Deli

Grocery

Produce

Other positions: Bookkeeper

Wellness Department

Marketing and Member-owner Services

Finance

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

How did you learn about this position?

\_\_\_ Newspaper \_\_\_ Our website \_\_\_ Our email updates \_\_\_ Facebook

\_\_\_ Word of Mouth \_\_\_ Craigslist \_\_\_ Alexsys statewide job network

Other: \_\_\_\_\_

*For each of the following questions, please check the appropriate answer and provide details on a separate sheet using the corresponding number. Take your time when considering your responses. Feel free to attach a resume in addition. However, please do not submit a resume only, as candidates not completing this application will not be considered for the available position(s).*

**Section 1 – Working in Grocery Retail Environment**

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

2. Have you had experience in a retail environment?

Yes    No            If Yes, please describe.

3. Have you had experience providing customer service?    Yes    No  
What does exceptional customer service mean to you? Give an example.

4. Have you had experience working as paid staff at a grocery store and/or in the field of natural/local foods, nutrition or sustainable agriculture?

Yes    No            If yes, please describe.

5. If this job works out for you, how long a commitment can you make to Co-op Market Grocery & Deli? \_\_\_\_\_

## Section 2 – Qualifications Relating to Retail Managing & Marketing

1. Have you had any experience in advertising, marketing, communications and/or outreach?

Yes    No            If yes, please describe.

2. What are some of the factors you would consider when developing a marketing and Member-owner services strategy? How would you prioritize these factors?

3. How would you provide excellent customer service as a team leader?

4. What skills of yours do you feel would be particularly useful as Co-op Market's (position(s) you are applying for)?

## Section 3 – Scheduling & Availability

What date could you start?

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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. What are the things in your life that define your scheduling needs?

4. What are your long-term goals and how will this job support them?

## Section 4 – Employment and Education History

**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: \_\_\_\_\_

**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: \_\_\_\_\_

**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: \_\_\_\_\_

**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: \_\_\_\_\_

**Education**

High School \_\_\_\_\_ Degree \_\_\_\_\_

College/University \_\_\_\_\_

Area(s) of study \_\_\_\_\_

Graduation

Date \_\_\_\_\_ Degree \_\_\_\_\_

Vocational \_\_\_\_\_

Area(s) of study \_\_\_\_\_

Graduation

Date \_\_\_\_\_ Degree/License \_\_\_\_\_

Other important educational experiences:

Please state where and when you acquired skills and experience in the following areas:

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?

**Section 5 – Professional References**

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

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

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

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

*Due to the large number of applications, we regret that we are unable to follow up with each applicant. We will, however make a strong effort to make personal contact by phone with those who have been interviewed once our decision has been reached.*