



### 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

[www.coopmarket.org](http://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( cashier)   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.*

526 Gaffney Road

[www.coopmarket.org](http://www.coopmarket.org)

907-457-1023

Fairbanks, Alaska 99701

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: \_\_\_\_\_

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

**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

- |   |  |
|---|--|
| _____ Cleaning gross things                 | _____ Standing in one place for long periods   |
| _____ Taking responsibility for mistakes    | _____ Repetitive job duties                    |
| _____ Juggling multiples tasks              | _____ Talking to customers for an entire shift |
| _____ Helping hundreds of customers per day | _____ Ongoing training                         |
| _____ Serving people w/ different values    | _____ Working with numbers                     |
| _____ Working behind a counter              | _____ Serving moody customers                  |
| _____ Handling unpackaged meat              | _____ Working at a fast pace                   |
| _____ Receiving criticism                   | _____ Helping out other departments            |
| _____ Working for \$12.00 per hour          | _____ Receiving direction from management      |
| _____ Wiping and cleaning things all day    | _____ Being accountable for money              |
| _____ Memorizing codes and numbers          | _____ Lifting 25lbs. or more repetitively      |
| _____ Prioritizing a heavy workload         |  |
| _____ Working under time pressure           | _____ Getting food on my clothes               |
| _____ Picking up trash inside and outside   |  |

### **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 \_\_\_\_\_

*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.*

526 Gaffney Road  
Fairbanks, Alaska 99701

[www.coopmarket.org](http://www.coopmarket.org)

907-457-1023