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* ____________

526 Gaffney Road  www.coopmarket.org  907-457-1023

Fairbanks, Alaska 99701
CO-OP MARKET GROCERY & DELI
EMPLOYMENT APPLICATION

Co-op Market is an Equal Opportunity Employer
526 Gaffney Road - Fairbanks, AK 99701  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.

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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:

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<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
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<tr>
<td>p.m.</td>
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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 a.m), evenings (until 10 p.m) 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: ________________________________________________________

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Fairbanks, Alaska 99701
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:

<table>
<thead>
<tr>
<th>Skill</th>
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<tr>
<td>Bookkeeping</td>
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<tr>
<td>Cashiering</td>
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<td>Computer programming</td>
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<td>Data Entry</td>
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<td>Database Software</td>
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<td>Food Service/Preparation</td>
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<td>General Cleaning</td>
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<td>Graphic Design</td>
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<td>Human Resources</td>
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<td>Marketing</td>
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<tr>
<td>Meat &amp; Seafood</td>
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<td>Microsoft Word/Excel</td>
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<td>Phone Skills</td>
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<tr>
<td>Produce</td>
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<tr>
<td>Receiving &amp; Stocking</td>
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<tr>
<td>Retail merchandising</td>
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<tr>
<td>Sales &amp; Customer Service</td>
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<tr>
<td>Technical Support</td>
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<tr>
<td>Writing</td>
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</table>

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 multiple tasks
- Talking to customers for an entire shift
- Helping hundreds of customers per day
- Ongoing training
- Serving people with 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
- Getting food on my clothes
- Working under time pressure
- 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.

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