

APPLICATION FOR EMPLOYMENT

91 Valley Street Willimantic, CT 06226



860.456.3611 www.willimanticfood.coop

The Willimantic Food Co-op is a community-based and member-owned retail food cooperative. Our mission is to provide our members and community with sustainably grown and processed foods and goods as inexpensively as possible. We support local and regional producers by selling their products when available. The Coop also serves as a center for activities and services in keeping with our mission to support and enrich the community.

Working at the Coop requires a high degree of self-motivation and interaction with the public. Employees are expected to demonstrate friendly cooperation, excellent customer service, and a positive willingness to get the job done.

Please fill out this application completely and legibly. If you need assistance, we'd be happy to help. Feel free to attach a resume if you would like.

<p>Date: _____</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>City/State/Zip: _____</p> <p>Home Phone: _____</p> <p>Cell Phone: _____</p> <p>Email: _____</p>	<p>What departments are you interested in?</p> <p><input type="checkbox"/> Bulk <input type="checkbox"/> Produce <input type="checkbox"/> Grocery <input type="checkbox"/> Wellness</p> <p><input type="checkbox"/> Cashier/Front End <input type="checkbox"/> Any Department</p> <p><input type="checkbox"/> Other: _____</p> <p>Are you 18 years of age or over?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you legally authorized to work in the United States?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
--	---

AVAILABILITY*

First date available: _____ I would prefer a schedule that is: Full Time (32+ hours) Part Time (24-32 hours)

I am available the following times:

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
from: _____	from: _____	from: _____	from: _____	from: _____	from: _____	from: _____
to: _____	to: _____	to: _____	to: _____	to: _____	to: _____	to: _____

Other time commitments (another job, volunteer positions, etc): _____

*Employees are generally required to work one weekend day per week.
*The Co-op will try its best to accommodate your schedule, but we cannot guarantee a specific work schedule.

The Co-op exists to serve its members and all other customers. We expect courtesy, friendliness, helpfulness, promptness, and informative customer service in every interaction. Please tell us how you can help us achieve our customer service goals: _____

Please explain any skills or experiences you have in the following areas: Spanish language, merchandising, natural foods, nutrition, computers, customer service, cashiering, cooperatives: _____

Were you referred by a Co-op employee? _____ Who? _____

EDUCATION

	School Name & Location	Degree or Diploma	Date Completed
High School			
College			
Graduate Programs			
Other			

WORK HISTORY

Please list your 3 most recent jobs, with your current or most recent job first.

Employer Name & Address: _____
Phone Number: _____
Employment Dates: _____
Job Title & Duties: _____
Reason for leaving: _____
Supervisor Name: _____ May we contact this employer? Yes No

Employer Name & Address: _____
Phone Number: _____
Employment Dates: _____
Job Title & Duties: _____
Reason for leaving: _____
Supervisor Name: _____ May we contact this employer? Yes No

Employer Name & Address: _____
Phone Number: _____
Employment Dates: _____
Job Title & Duties: _____
Reason for leaving: _____
Supervisor Name: _____ May we contact this employer? Yes No

REFERENCES

Please list 3 people, not related to you, who have known you for 1 year or more:

Name: _____ Phone #: _____
Name: _____ Phone #: _____
Name: _____ Phone #: _____

I certify that all information in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize any information on this application to be investigated for the purpose of making a hiring decision.

I understand that if hired, my employment at the Willimantic Food Co-op is "at will," which means it is not permanent or guaranteed for any specified length of time, and may be terminated by the Co-op or myself at any time, with or without cause or notice.

I authorize any persons or organizations named in this document to provide relevant information about me to the Co-op and/or any of its representatives that may be required to arrive at an employment decision. I hereby release all parties involved from any and all liability for any and all damage that may result from providing such information.

By signing below I acknowledge that I have read, understood, and agree to the above statements.

Applicant Signature

Date

The Willimantic Food Co-op is committed to equal opportunity in its employment practices. We do not discriminate on the basis of race, color, sex, age, religious or political beliefs, national origin, sexual orientation, marital or parental status, disability, genetic information, or veteran status.