



The Good Earth Food Co-op is a rewarding place to work for people who have a passion for quality organic products and customer service. The Good Earth Food Co-op also has demands that go along with our positions, therefore we are highly selective. We believe in maintaining a quality workforce that wants to stay and grow with us.

Please take the time to test yourself with the following questionnaire. This will help you decide if you are right for the Good Earth Food Co-op and will in return help us determine if the Good Earth Food Co-op is right for you.

Can you commit to a schedule?

The Good Earth Food Co-op is a grocery store that maintains regular hours. Your day may start at before 8:00 am or after 5:00 pm. Please keep in mind that working at a grocery store includes customer service and standing for up to 4 hours at a time.

Do you pay attention to the little things?

The Good Earth Food Co-op requires attention to detail. It is this level of attention that has allowed the Good Earth Food Co-op to develop a reputation of knowledge and quality. We require attention to detail; whether it is customer service or guaranteeing that all products sold are visually appealing.

Are you self-motivated?

When customer traffic slows, you will find yourself busy with stocking, light cleaning, and more, then returning to your primary job description.

Can you stay calm and friendly under pressure?

In the grocery industry there are slow periods and then there are times when you may not "catch your breath" because of the high sales volume. You must be able to stock product, operate as a cashier, service high needs customers, and correct mistakes in a fast and effective manner, sometimes for hours on end.

Are you willing to follow a grooming and dress code?

The Good Earth Food Co-op is a professional environment and our behavior, attitude, grooming and dress code reflects that.

Are you a team player?

You'll be working alongside your fellow team members, sometimes under stress. No matter what's going on in your life beyond your job, your co-workers will be counting on you to be here 100% when your shift starts. You will need to pull your weight and pitch in as you are able with tasks that may not be detailed in your job description.

Are you willing to accept "No" as an answer? The Good Earth Food Co-op is a strong believer that team members must be able to make some decisions on their own; however, you must be willing to accept that some of your decisions require the final determination of a manager!

Note: The Co-op is owned by its members who elect the Board of Directors. The members and Board of Directors, not the managers or employees, determine the overall direction of the Co-op. If you answered "yes" to these questions, we'd like to meet you. Go ahead, apply!



Application for Employment

General

Date: _____

Full Name (with middle name): _____

Address: _____ City: _____ State: _____ Zip code: _____

Phone/cell: _____ Alternate Phone: _____

Email address(s): _____

Are you known by any other name which we will need to check your work record? YES NO

If so, provide here: _____

Are you applying for a specific job opening? YES NO If yes, which one? _____

Would you be interested in other jobs at the co-op? YES NO If yes, pay desired? _____

Where did you hear about job openings at the Co-op? _____

Date available to start: _____ Desired Wage: \$ _____

Maximum number of hours per week you would work? _____ Minimum hours? _____

Are there any hours you could not work? _____

Do you expect to be absent (traveling, etc.) any time in the next year? YES NO If yes explain:

Are you able to perform the essential function(s) of the job for which you are applying, with reasonable accommodation? YES NO If no, please explain:

May of our jobs require lifting. Can you lift 40+ pounds (necessary for Grocery and Produce positions)? YES NO

What are your goals for the future (career or personal)? How does working at the Co-op fit into your plans?

Have you ever been convicted of a felony? (This will not necessarily affect your application.) YES NO

If yes, please describe conditions: _____

Education

<u>School Name and Location</u>	<u>Year</u>	<u>Major</u>	<u>Degree</u>
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High School: _____

College: _____

College: _____

Post-College: _____

Other Training: _____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

Future plans for continuing education and training, if any: _____

Employment History (Start with most recent employer)

1. Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____ May we contact? YES NO

Responsibilities: _____

Reason for leaving: _____

2. Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____ May we contact? YES NO

Responsibilities: _____

Reason for leaving: _____

3. Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ending Wage: _____ Ending Position: _____

Name of Supervisor: _____ May we contact? YES NO

Responsibilities: _____

Reason for leaving: _____

Attach additional information if necessary.

Please list three (3) work-related references we may contact:

Reference #1: _____ Phone: _____

Email: _____

Reference #2: _____ Phone: _____

Email: _____

Reference #3: _____ Phone: _____

Email: _____

If hired, could you show evidence of your right to work in the US? YES NO

PLEASE READ BEFORE SIGNING

EQUAL EMPLOYMENT OPPORTUNITY

We do not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

ACCURACY OF INFORMATION

I certify that all the information submitted by me on this application is true and complete to the best of my knowledge, and I understand that if I am employed, false statements on this application can be grounds for termination of my employment. I understand that this application, if I am employed by the Co-op, will become part of my personnel file.

AUTHORIZATION FOR RELEASE OF INFORMATION

In connection with this application, 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.

CO-OP RULES AND REGULATIONS

In consideration of my employment, I agree to conform to the Co-op's rules and regulations currently in existence or which may exist in the future.

EMPLOYMENT AT WILL

I understand that if I am offered a position at the Good Earth Food Co-op my employment is "at will," which means that either I or the Co-op 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 Good Earth Food Co-op.

Signature _____ Date _____