



**People's Food Co-op**  
Community-Owned Natural Foods Grocery

**Café Verde**

**PFC supports everyone's right to a safe, healthy, and drug & alcohol-free workplace.**

## **Application for Employment**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Phone# \_\_\_\_\_ When can you start? \_\_\_\_\_

Which position(s) are you applying for? \_\_\_\_\_

*\*Please note: management positions with fiduciary responsibilities require a criminal background check.*

If hired, what is the minimum time commitment you can make? \_\_\_\_\_ 6 months \_\_\_\_\_ 1 year \_\_\_\_\_ other  
(if other, please explain)

List other commitments you have (such as school or another job), and your future plans — long and short term.

What are the minimum and maximum hours per week that you want to work? \_\_\_\_\_ minimum to: \_\_\_\_\_ max.

**Please write in the times that you would be available to work.**

**Shifts vary by department between 5am and 11pm:**

	MON	TUES	WED	THUR	FRI	SAT	SUN
AM SHIFT I CAN START AT...							
PM SHIFT I CAN STAY UNTIL...							

Will your scheduling availability change in the next 6 months? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please describe:

All job postings have a base wage listed. What is your minimum wage requirement? \_\_\_\_\_

How did you hear about the position? \_\_\_\_\_ Store sign \_\_\_\_\_ AA News \_\_\_\_\_ Internet ad \_\_\_\_\_ Friend \_\_\_\_\_ Other: \_\_\_\_\_

Have you ever worked or volunteered at a co-op before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please explain:

Why do you want to work at the Co-op? (as opposed to any other business)

Put a check mark next to any of the following life and job skills in which you have experience and/or interest in doing:

	EXP	INT		EXP	INT		EXP	INT		EXP	INT			
FOOD PREP				CASHIERING				INVENTORY				ORGANIZATION/PLANNING		
COFFEE DRINK PREP				STOCKING				PURCHASING				TRAINING OTHERS		
COOKING/BAKING				PRODUCE HANDLING				RETAIL OPERATIONS				LEADER/SUPERVISOR		
CATERING				CUSTOMER SERVICE				CAFE/KITCHEN OPERATIONS				MANAGER		

What experience do you have in a **leadership** or **supervisory** role?

What specific experience do you have related to the position for which you are applying?

Excellent customer service is our top priority. What is your experience and/or philosophy re. interacting with people/customers? Also, give 3 examples of how you might approach a customer to offer your help.

What personal qualities or skills would make you an excellent team member at PFC ?

Our mission is to enhance the health and well-being of the members and community.  
What expertise or knowledge could you offer our customers in these areas?

Kitchen and stocking jobs at PFC can be very physically challenging, including hauling around 50 lb. bags and boxes of product.

This physical work is an essential function of these jobs. If you are applying for these positions, can you, with or without reasonable accommodation, perform this essential function of these jobs?

\_\_\_\_\_ YES, I could perform these tasks                      \_\_\_\_\_ I would not be able to perform these tasks

# EMPLOYMENT RECORD:

Please give an accurate & complete full-time and part-time employment record.  
Start with your present or most recent employer.

Company name, city and state	telephone	
Name of Supervisor	dates employed ( month / year) from to	# hours per week worked
Job Title, Duties	hourly pay  start last	
reason for leaving	May we call for a reference? Yes No	

Company name, city and state	telephone	
Name of Supervisor	dates employed ( month / year) from to	# hours per week worked
Job Title, Duties	hourly pay  start last	
reason for leaving	May we call for a reference? Yes No	

Company name, city and state	telephone	
Name of Supervisor	dates employed ( month / year) from to	# hours per week worked
Job Title, Duties	hourly pay  start last	
reason for leaving	May we call for a reference? Yes No	

Company name, city and state	telephone	
Name of Supervisor	dates employed ( month / year) from to	# hours per week worked
Job Title, Duties	hourly pay  start last	
reason for leaving	May we call for a reference? Yes No	

What would your past employers say about your work performance? Would they re-hire you?

What is your greatest strength?

And your greatest weakness?

*Please take a few minutes to review the list of work conditions below.*

*Rate each one from 1 to 3 according to the scale below.*

1

unacceptable to me/unable to do

2

not my favorite, but okay

3

would enjoy it/I'm good at it

- |   |  |
|---|--|
| <input type="checkbox"/> washing dishes                                       | <input type="checkbox"/> receiving direction from managers               |
| <input type="checkbox"/> greeting customers                                   | <input type="checkbox"/> constant constructive feedback                  |
| <input type="checkbox"/> working alone  | <input type="checkbox"/> taking responsibility for mistakes              |
| <input type="checkbox"/> improvising  | <input type="checkbox"/> working weekends                                |
| <input type="checkbox"/> working behind a counter                             | <input type="checkbox"/> working with people who don't speak English     |
| <input type="checkbox"/> following and supporting a music policy              | <input type="checkbox"/> repetitive job duties                           |
| <input type="checkbox"/> juggling multiple tasks                              | <input type="checkbox"/> helping over 1,000 customers per day            |
| <input type="checkbox"/> working at a fast pace                               | <input type="checkbox"/> wiping and cleaning stuff all day               |
| <input type="checkbox"/> working in cold water and/or coolers (refrigerators) | <input type="checkbox"/> promoting vegetarian and organic foods          |
| <input type="checkbox"/> handling meat  | <input type="checkbox"/> working without specific instructions           |
| <input type="checkbox"/> working in a very hot environment                    | <input type="checkbox"/> working w/people whose lifestyles are different |
| <input type="checkbox"/> smiling for an entire shift                          | <input type="checkbox"/> working in the early morning                    |
| <input type="checkbox"/> working in a small space                             | <input type="checkbox"/> bagging groceries carefully                     |
| <input type="checkbox"/> working with numbers                                 | <input type="checkbox"/> talking to people for an entire shift           |
| <input type="checkbox"/> prioritizing and problem solving on your own         | <input type="checkbox"/> working in a rapidly changing environment       |
| <input type="checkbox"/> working on holidays for regular pay                  | <input type="checkbox"/> offering help to customers on the floor         |
| <input type="checkbox"/> cleaning bathrooms                                   | <input type="checkbox"/> relating to children                            |
| <input type="checkbox"/> working under time pressure                          | <input type="checkbox"/> helping out in departments other than your own  |
| <input type="checkbox"/> servicing customers who are in a bad mood            | <input type="checkbox"/> working nights                                  |
| <input type="checkbox"/> handling money                                       | <input type="checkbox"/> memorizing codes/numbers                        |
| <input type="checkbox"/> having food on your clothes                          | <input type="checkbox"/> working for \$8.00 per hour                     |
| <input type="checkbox"/> answering the phone in a specific way                | <input type="checkbox"/> picking up trash outside and inside             |
- 

Is there one final thought that you'd like us to consider?

*I certify that all information provided in this application is true to the best of my knowledge. 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.*

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Print your name \_\_\_\_\_

*Thanks for applying. We'll review your application and may contact you for an interview.*