



EMPLOYMENT APPLICATION

The Moscow Food Co-op provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, genetic information, or status as a covered veteran in accordance with applicable federal, state and local laws. The Moscow Food Co-op complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Completed applications and supplemental materials may be turned in to the Customer Service Desk, placed in the drop-box at the back of the store, or emailed to hr@moscowfood.coop. Thank you for your interest in becoming a part of the Moscow Food Co-op team, and we look forward to reviewing your application materials!

Basic Information

Name: _____ Date: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Email Address: _____

Position you're applying for: _____ Date available to start work: _____

Would you be interested in other positions at the Co-op? _____ Any pay requirements? _____

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

* Are you able to carry out the essential functions of a job at the Co-op with or without reasonable accommodations? Yes No

If you answered no, please explain: _____

Have you applied at the Moscow Food Co-op previously? If so, when? _____

Have you worked at the Moscow Food Co-op previously? If so, when? _____

Scheduling & Availability

What is the maximum number of hours you could work per week? _____ Minimum hours? _____

Do you expect any change in your availability in the next 6 months? If yes, please explain. _____

Do you have any other commitments (like employment or school) that might affect your availability? If so, please explain: _____

Please indicate if and when you'd be available to work for each day of the week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Employment History

Please list in order, beginning with the most recent or present employer.

Employer 1

Employer: _____ Address: _____

Supervisor's name and title: _____ Phone: _____

Dates of employment: _____ Rate(s) of pay: _____

Position(s) held: _____

Responsibilities: _____

Reason for leaving: _____

May we contact this employer? _____

Employer 2

Employer: _____ Address: _____

Supervisor's name and title: _____ Phone: _____

Dates of employment: _____ Rate(s) of pay: _____

Position(s) held: _____

Responsibilities: _____

Reason for leaving: _____

May we contact this employer? _____

Employer 3

Employer: _____ Address: _____

Supervisor's name and title: _____ Phone: _____

Dates of employment: _____ Rate(s) of pay: _____

Position(s) held: _____

Responsibilities: _____

Reason for leaving: _____

May we contact this employer? _____

Skills & Experience

Please state where and when you acquired skills and experience in the following areas:

Cooperatives: _____

Natural foods: _____

Customer service: _____

Retail merchandising: _____

Food service: _____

Questionnaire

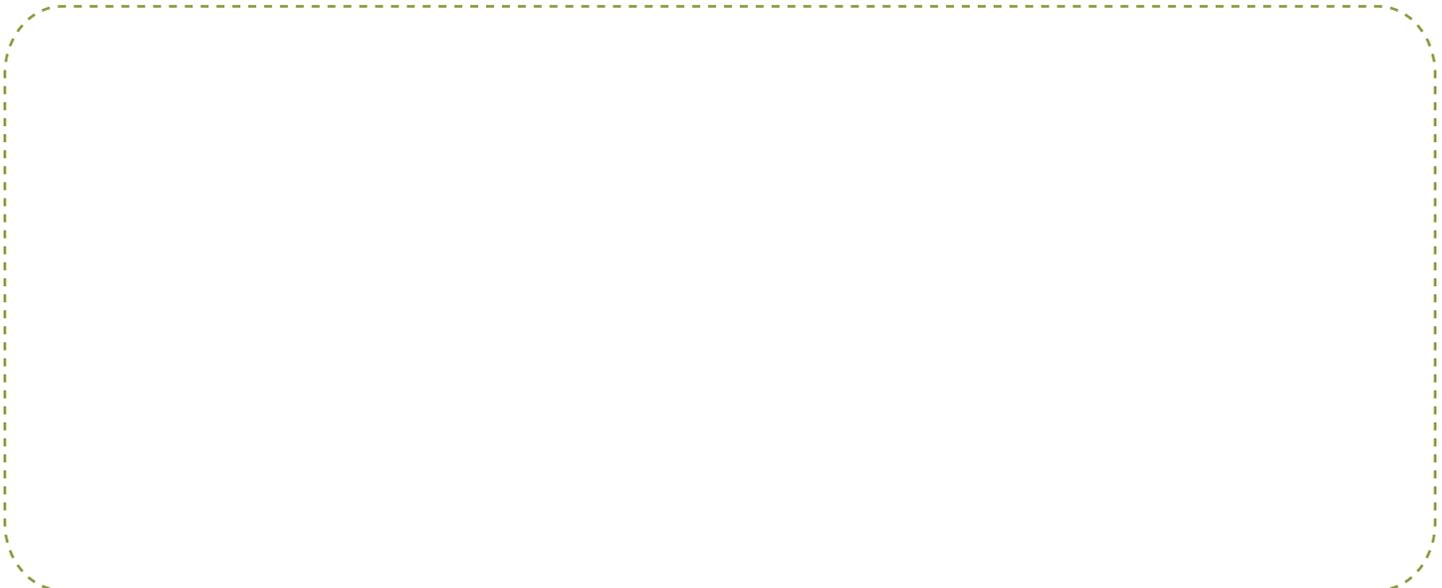
Why would you like to work at the Moscow Food Co-op? _____

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

One of the most important parts of all positions at the Moscow Food Co-op is excellent customer service. What is your experience and/or philosophy regarding interacting with customers? _____

We're always looking for ways to make the Moscow Food Co-op a stronger place. How will your personal strengths and/or leadership experience add to our cooperative? _____

What does a "co-op" mean to you? (Please feel free to write, draw, make a list — whatever works best.)

A large, empty rectangular area enclosed by a dashed green border with rounded corners, intended for a drawing or free-form response.

Do you currently have a food handler's card from the state of Idaho? Yes No

*Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony or have you ever had to register as a sex offender? Yes No

If yes, please give the date, place, and nature of offence. (An affirmative answer will not automatically disqualify you from being considered for employment.) * _____

*By signing below I authorize the Moscow Food Co-op to check my criminal convictions records:

* _____

If hired, could you show evidence of your right to work in the United States? Yes No

I authorize my present and former employers (unless otherwise stated on this application) to release to the Moscow Food Co-op any information concerning my employment, including my job performance. Further, I release all these parties from liability for any damage, (except that resulting from misrepresentation,) which might result from furnishing this information.

The information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me from further consideration and may be considered justification for dismissal if discovered at a later date.

I understand that employment at the Moscow Food Co-op is for no definite period of time. The Moscow Food Co-op and its employees have at all times the right to terminate the employment relationship.

* _____

Applicant Signature

Please ensure that you have completed this application in its entirety. Incomplete applications will not be considered. Please attach a copy of your resume with contact information for two references before submitting your application.

Items marked with an asterisk (*) require mandatory response and signature before the application will be considered.

