



732 4th St N, Virginia, MN 55792

Application for Employment

Natural Harvest Food Co-op is a healthy, supportive workplace that offers competitive wages, employee discounts, training and development opportunities, and great benefits. We are looking to hire people who:

- Are outgoing, friendly, always smiling and can offer outstanding customer service.
- Are open to working early mornings and/or evenings and at least one weekend shift per week.
- Enjoy working in a fast-paced retail environment.
- Have a passion for great food and a preference for food that is locally produced using sustainable farming and production practices.

If you possess these qualities, please follow the application steps below: Complete all pages of the application. Type or print legibly in black or blue ink, answering all questions. Incomplete or unreadable applications will not be considered or processed. You may attach additional sheets or a resume detailing your work experience, but all questions on the application must be completed and a resume will not replace completing the work history section.

Applications may be turned in at the store, mailed (see address above), or sent via e-mail to: hr@naturalharvest.coop.

Your application will be considered active for 90 days after the date received. If you have not been contacted for an interview after 90 days and you are still interested in employment at Natural Harvest Food Co-op, please complete and submit a new application.

Date _____ Position Applying For _____

CONTACT INFO:

First Name _____ Last Name _____ Middle _____

Present Address _____ City _____ State _____ Zip _____

(____) _____ - _____ (____) _____ - _____ _____
Home Phone Cell Phone Email Address

Best way to contact: Cell Home Phone Email

Have you ever been employed by the Co-op before? Yes No If yes, when? _____

Have you ever applied at the Co-op before? Yes No If yes, when? _____

How did you hear about the job opening? _____

DESIRED EMPLOYMENT:

Full-time work (30-40 hours) Part-time work (15-29) Temp work

Please place an "X" under any day you are **NOT** available to work: Available to work any day, anytime

SHIFT	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:45am – 3pm							
3pm - 8pm							
Comments:							

Are you available for work for at least one weekend shift per week? Yes No

If hired, when could you start? _____ Pay desired: _____

How long would you like to work at the Co-op? _____

What extended time off do you need in the next 3 to 6 months? _____

MINIMUM REQUIREMENTS:

- If hired, would you have a reliable means of transportation to and from work? Yes No
- Are you at least 16 years old? Yes No
- Are you legally authorized to work in the U.S.? Yes No (Proof of eligibility will be required upon employment.)
- After reading through the job description for the position for which you are applying, do you believe you are able to perform the essential job functions, either with or without reasonable accommodation?
 Yes No If no, describe the functions that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, or skill/agility tests.)

EMPLOYMENT HISTORY:

List below all present and past employment starting with your most recent employer (include last 4 employers or 10 years history) Start with the most recent. Please include any periods you were not employed and why. Attach additional sheets if needed. **You must complete this section even if attaching a resume.**

Are you currently employed? Yes No If so, may we contact your current employer? Yes No

Dates: Name of Business: _____ Address: _____

From: Contact Person: _____ Phone: _____

Responsibilities _____

To: _____

Pay Rates: Start _____ End _____ Approx hours per week: _____

Reason for leaving: _____

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 Pay Rates: Start _____ End _____ Approx hours per week: _____
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REFERENCES:

Name two persons who have first-hand knowledge of your work skills and experiences.

_____	_____	_____
Name	Business and Position	Phone
_____	_____	_____
Name	Business and Position	Phone

EDUCATION:

School	City, State	# of Years	Graduated?	Degree(s) / Diplomas Earned
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

SKILLS AND INTERESTS:

List any job-related skills, training, qualifications, that you feel make you especially suited for this position.

I. Why are you interested in working at Natural Harvest Food Co-op? _____

2. Describe a specific situation where you provided excellent customer service in your most recent job. Why was this effective? _____

3. What do you think your past supervisors would say are your strengths? _____

4. What do you think your past supervisors would say are your areas for improvement? _____

5. What are your career goals for the future? How would working at the Co-op fit in with these goals?

6. How was your attendance at your last job? How many days did you miss from work in the past year (do NOT include time off for work-related injuries or statutory leaves of absences)? Can your employer(s) verify this information? _____

7. Is there anything else you would like to add or is there anything else we should know in considering you for a job at the Co-op? _____

CERTIFICATION:

Please read carefully, initial each paragraph and sign below:

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Natural Harvest Food Co-op or its representative to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I hereby release the Co-op, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Co-op. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Co-op, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Co-op's designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Co-op, I am entitled to copies of any such public records obtained by the Co-op unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Applicant's Legal Signature

Date

Print Your Legal Name

**Thank you for your interest in working at Natural Harvest Food Co-op!
Positions close without notice. If a position is no longer posted, it has been filled. If you
are being considered for a position, we will contact you for a pre-screen interview.**