



Application for Employment

Natural Harvest Food Co-op is a thriving consumer-owned cooperative grocery store where staff, owners, and shoppers form meaningful connections that strengthen our community. We're proud to offer a healthy, supportive, and inclusive workplace where individuals are encouraged to bring their authentic selves, grow both personally and professionally, and contribute to a shared mission of building a healthier community.

As a full-service grocery store and deli, our dedicated team takes pride in everything from stocking shelves and cashiering to creating made-from-scratch meals. We offer employee discounts, benefits, and opportunities for development in a culture that values collaboration, innovation, and fun. Whether you're looking for your first job or searching for a place to put down roots, NHFC is a great place to work—and make a difference.

Join our team to help create a workplace culture that empowers all team members to be top performers who elevate themselves, the people around them, and the organization, making the Co-op a great place to work and shop!

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

Natural Harvest Food Co-op

Attn: Hiring Manager
732 4th St N Virginia, MN 55792

Store Hours

Monday - Friday: 8:00 AM – 8:00 PM
Saturday & Sunday: 9:00 AM – 7:00 PM

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:

Circle One: Full-time work (30-40 hours) Part-time work (12-29) Temp work

Place an "X" on the days/times you **ARE** available to work.

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.

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: _____

Reason for leaving: _____

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Dates: Contact Person: _____ Phone: _____
 From: Responsibilities _____

 To: _____

 Reason for leaving: _____

REFERENCES:

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

Name	Business and Position	Phone
_____	_____	_____
_____	_____	_____

EDUCATION:

School	City, State	# of Years	Graduated?	Degree(s) / Diplomas Earned
_____	_____	_____	☐ Yes ☐ No	_____
_____	_____	_____	☐ Yes ☐ No	_____
_____	_____	_____	☐ Yes ☐ 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. 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? _____

6. 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.