



## Application for Employment

Dear Applicant,

The Yahara River Grocery Cooperative (YRGC) is a consumer-owned retail grocery store. Our objectives are simple and straightforward: We are here to give the best service to our customers, sell the highest quality food, and maintain the highest levels of cleanliness. Everything we do is an effort to improve our service and quality. Every YRGC employee is expected to uphold these standards.

Working at the Co-op involves commitment and energy, both essential elements of providing good service. Employees are trained throughout the length of employment: Employees are expected to learn new tasks, increase their product knowledge, and improve their customer service.

The YRGC asks you to participate in its management primarily through team meetings and co-worker evaluations. Participation means giving constructive input the managers will consider in the decision-making process. The YRGC is not a worker collective; it supports a management structure similar to many traditionally run businesses. If you are a person who is willing to support our structure and our ideal of participatory management, then take the time to fill out the remainder of this application.

Applications are held for 6 months from the date on the application. If you have not been called to set up an interview and are still interested in working for the co-op, you will need to re-submit an application after 6 months.

NAME <i>(please print clearly on the line above)</i>		DATE
STREET ADDRESS		SOCIAL SECURITY NUMBER
CITY	STATE	ZIP CODE
HOME TELEPHONE	CELL/OTHER TELEPHONE	E-MAIL ADDRESS

### How were you referred to us?

- Sign on the door       Newspaper ad       Current employee       On my own

Name of referral source: \_\_\_\_\_

### Which of the following departments would you like to work in?

- Front End (cashier)       Grocery       Produce       Administration       Any

If you are applying for a specific position, please name that position: \_\_\_\_\_

Are you looking for full-time or part-time work?       Full time       Part time

- 32 or more hours per week       24–32 hours per week       Fewer than 24 hours per week

## Availability:

Indicate the hours that you are NOT available to work by marking an "X" in the box. Please make any additional notes about your schedule in the space below the chart.

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5–8 a.m.							
8–10 a.m.							
10–12 p.m.							
12–2 p.m.							
2–4 p.m.							
4–6 p.m.							
6–9 p.m.							

**When are you available to begin work?**

**Will you have commitments that might affect your employment with us?**

**How long have you lived in the Stoughton area? And how long do you plan to live in the area?**

**How long do you plan to be employed at the Yahara River Grocery Cooperative?**

## Education:

School	Name and location	Years attended	Course of study	Did you graduate?	Are you returning?
High School					
College					
Graduate School					
Trade or Other					

## Personal References:

Name	Occupation	City, State	Phone

## Employment History:

List your present or most recent employer first. List additional employment history in the space provided.

You may attach a resume **in addition** to completing this section.

Present/most recent employer:	Dates employed (month/year to month/year):
Address:	Job title:
City, State:	Job responsibilities:
Phone number:	
Supervisor's name:	
May we contact this employer?	Reason for leaving?

Employer:	Dates employed (month/year to month/year):
Address:	Job title:
City, State:	Job responsibilities:
Phone number:	
Supervisor's name:	
May we contact this employer?	Reason for leaving?

Employer:	Dates employed (month/year to month/year):
Address:	Job title:
City, State:	Job responsibilities:
Phone number:	
Supervisor's name:	
May we contact this employer?	Reason for leaving?

## General Information:

Please answer the following questions. You may attach an additional sheet of paper if necessary.

**1. Have you ever interviewed for a job at the Yahara River Grocery Cooperative before?**  Yes  No

If yes, when and for what position?

**2. Have you ever been convicted of a felony?**  Yes  No

*An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.*

If yes, please state the nature of the crime, and when and where it occurred.

**3. Please describe how often and for what reasons you missed work at your past jobs.**

**4. Yahara River Grocery Cooperative is a customer service-oriented business.**

What does good customer service mean to you?

**5. What does the term "cooperative business" mean to you?**

**6. Why should we hire you?**

## Agreement:

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

I authorize persons, schools, my current employer, and/or previous employers, and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

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SIGNATURE *(Please sign on the line above)*

DATE