



a local co-op

Application for Employment

Date _____

The Chatham Real Food Market Co-op is a community-owned grocery store, meaning consumers have a financial investment in the business and work together to guarantee its success. The Co-op's mission is to provide a place for our local farms and kitchens to sell their goods, educate our community about Columbia County agriculture, and promote a more localized food system where the food and profits generated are invested back into our community.

Ownership Employees can become member-owners by purchasing equity in the business. The investment is \$100 and can be paid in installments. For a description of what it means to be a member please ask for a Member-Owner Application.

Customer Service We strive to offer excellent customer service to whoever walks through the door and expect our employees to maintain this by creating a friendly, positive, and helpful atmosphere for our customers.

Cooperation The Co-op is a cooperative work environment and often times tasks are shared among varying positions. A level of flexibility, communication, and understanding are required to maintain a healthy and enjoyable work environment.

Community The Co-op is a gathering place for people, ideas, and products. We strive to offer a positive environment where all are welcome to share in the local products and services that our community has to offer.

Last Name _____ **First Name** _____

Mailing Address _____

Phone _____ **Email** _____

Age (if under 18) _____ **Have you applied here before?** _____ **Available Start Date** _____

Please list anyone you know who has worked here _____

Position applying for _____ Desired Wage _____

Number of hours per week you are available to work 35-40___ 30-35___ 25-30___ 15-25___ Less than 15___

When are you available to work? Write all possible hours. We staff daily from 8am to 7pm for most days and positions, and Sundays from 8am to 5pm. Keep in mind that a retail store requires weekends. Availability at least one weekend day may be a requirement.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are there any days and times you cannot work? _____

How long do you see yourself working at the Co-op? _____

Work History

Please list your most recent jobs and attach a resume if you have one with you.

Start with the **most recent** and work your way back, use an additional sheet of paper if necessary.

Most Recent Employer _____ Phone _____
 Address _____ Job Title _____
 Job Duties _____
 Supervisor _____ Dates Employed _____ To _____
 Reason for Leaving _____
 What did you like most about the job? _____
 What did you like least about the job? _____
 May we contact? If not, why? _____

Next Recent Employer _____ Phone _____
 Address _____ Job Title _____
 Job Duties _____
 Supervisor _____ Dates Employed _____ To _____
 Reason for Leaving _____
 What did you like most about the job? _____
 What did you like least about the job? _____
 May we contact? If not, why? _____

Next Recent Employer _____ Phone _____
 Address _____ Job Title _____
 Job Duties _____
 Supervisor _____ Dates Employed _____ To _____
 Reason for Leaving _____
 What did you like most about the job? _____
 What did you like least about the job? _____
 May we contact? If not, why? _____

Education

	School Name & Location	Years Completed	Certificate/Diploma/Degree
High School			
College			
Other Relevant Training/Skills			

References

Please provide 3 professional references

Name	Relationship	Phone	Email

Please briefly describe your experience working in the food or customer service industry as it relates to the job you are applying for in local, organic food.

At the Co-op we strive to create the best customer service experience possible. What does great customer service mean to you?

If you have been a customer of the Co-op, please describe the experience. What did you like, what didn't you like?

What are your reasons for applying to the Co-op?

How would you handle the following situation:

It's 2pm and your shift is over. Your replacement has not yet arrived.

How would you handle the following situation:

A customer is unhappy with the price of a product.