



## **Thank you for considering The Common Market as a potential employer!**

The Common Market is a consumer owned natural foods retailer. This means we are co-owned by approximately 2,000 members of our community. We aim to provide a unique shopping experience that is fun, personal and educational for all our customers. If you like to shop here, chances are you'll like working here too! As you read and fill in your application, you'll notice this may not be your typical application. We believe we are no more just any employer than you are just any potential employee and we believe people should make informed choices about where they work. The questions we ask will give you a better idea of what makes The Common Market a unique workplace and in turn, your answers will allow us to make informed choices about who we hire. Therefore, it's important that you complete the entire application.

### **Who should apply?**

The Common Market is always looking for individuals who have love good, fresh food, bring both professionalism and positivity to work, like to learn and most importantly love serving people! ***The main duty of all Common Market employees is exemplary customer service to all.*** Whether you are stocking shelves efficiently, ensuring correct pricing, buying new products, maintaining fresh produce, or checking customers out, you have the opportunity to be a service superstar. Employees are expected to be friendly and knowledgeable, showing customers that we work as a team and are willing to go the extra mile for them and creating a positive work experience for all.

By accepting a position with us you are agreeing to abide by the personnel policies and are expected to work your assigned shifts. You will be expected to work a minimum of 12 hours per week. Our hours are Monday through Saturday 9 am to 9 pm and 10 am to 8 pm on Sundays. We are open everyday except New Year's Day, Easter, Thanksgiving Day, and Christmas Day. Several times a year we hold staff meetings, which are mandatory for all staff to attend.

### **Equal Employment Opportunity**

It is the policy of The Common Market to provide equal employment opportunity to all qualified individuals regardless of their race, color, religion, sex, age, national origin, disabilities, veteran status, marital status, sexual orientation, military status or any other characteristic protected by state or federal law.

### **To apply**

- Fill out the application completely and legibly. Incomplete applications will not be considered.
- You may add additional sheets if you have extensive work experience. Resumes alone are not sufficient nor a replacement for completing the work history on the application.
- Once you submit a signed and completed application, we will contact the most qualified applicants for open positions within 1-2 weeks. After 60 days your application will become inactive and we recommend that you fill out a new one for any current openings.

## EMPLOYMENT APPLICATION

(Please print)

<b>FOR USE BY COMMON MARKET STAFF ONLY:</b>	
Manager _____	Manager _____
Date Called _____	Date Called _____
Position _____	Position _____
Is this person interested? ____ yes ____ no	Is this person interested? ____ yes ____ no
Interview scheduled (date) _____	Interview scheduled (date) _____
Interviewed (date) _____	Interviewed (date) _____
Mgr remarks _____	Mgr remarks _____

The following is my complete and legal name, and all **Applicant** information is true and correct to the best of my knowledge:

<b>Last Name</b>	<b>First</b>	<b>Middle</b>	
<b>Drivers License Number</b>		<b>Social Security Number</b>	
<b>Former Names and Time Frames (if applicable)</b>			
<b>Current Address</b>	<b>City &amp; State</b>	<b>Zip / County</b>	<b>Dates (Month &amp; Year)</b>
<b>Previous Address</b>	<b>City &amp; State</b>	<b>Zip / County</b>	<b>Dates (Month &amp; Year)</b>

Primary Phone # \_\_\_\_\_ Today's Date \_\_\_\_\_

If hired can you show proof of your right to work in the United States?  no  yes

Are you over 18 years old?  no  yes

WHICH DEPARTMENTS(S) & SCHEDULE ARE YOU INTERESTED IN?

- |  |                                |   |
|--|--------------------------------|---|
| <input type="radio"/> Café – Kitchen       | <input type="radio"/> Grocery  | <input type="radio"/> Meat, Seafood, & Cheese |
| <input type="radio"/> Café – Service       | <input type="radio"/> Produce  | <i>Other:</i>                                 |
| <input type="radio"/> Front End/Cashiering | <input type="radio"/> Wellness | <input type="radio"/> _____                   |

Full-time  Part time

Please specify the days and hours you are available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
from:	from:	from:	from:	from:	from:	from:
to:	to:	to:	to:	to:	to:	to:

What date would you be able to start work? \_\_\_\_\_

Have you worked for The Common Market before?  no  yes

If yes, list dates, departments, titles, and reason for leaving: \_\_\_\_\_

Are you related to any current Common Market Employee and/or Board member?

no  yes In what way? \_\_\_\_\_

Can you fulfill the requirements of the job with or without reasonable Accommodations? (See job description)

no  yes

Have you ever been convicted of a crime or received a verdict of anything other than "not guilty" in any criminal investigation or proceeding?  no  yes

If "yes", please describe the nature of the conviction and when and where it occurred (do not list any criminal charges for which the records have been expunged). A criminal offense will not necessarily bar employment.)

Date \_\_\_\_\_ Place \_\_\_\_\_

Nature/Details:

### Educational Background

School name/address	Years completed	Major
High School _____		
College _____		
College (cont) _____		
Trade or other _____		

### Employment History (give the following information for present and previous employers, beginning with the most recent, attach more pages if necessary).

Employer \_\_\_\_\_

Address \_\_\_\_\_

Duties/Title \_\_\_\_\_

Employed from \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Phone \_\_\_\_\_

Were you disciplined?  no  yes May we contact this employer?  no  yes

Starting pay rate \_\_\_\_\_ Ending pay rate \_\_\_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

Duties/Title \_\_\_\_\_

Employed from \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Phone \_\_\_\_\_

Were you disciplined?     no     yes                      May we contact this employer?     no     yes

Starting pay rate \_\_\_\_\_ Ending pay rate \_\_\_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

Duties/Title \_\_\_\_\_

Employed from \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Phone \_\_\_\_\_

Were you disciplined?     no     yes                      May we contact this employer?     no     yes

Starting pay rate \_\_\_\_\_ Ending pay rate \_\_\_\_\_

**Please list 3 people you have worked with whom we can contact as a reference.**

	<b>Name &amp; Address:</b>	<b>Occupation:</b>	<b>Phone:</b>	<b>Please check one:</b>
1)				Professional <input type="radio"/> Personal <input type="radio"/>
2)				Professional <input type="radio"/> Personal <input type="radio"/>
3)				Professional <input type="radio"/> Personal <input type="radio"/>

**Please answer the following questions:**

We feel that giving the best possible customer service is essential to The Common Market's success. What does great service mean to you? If you have customer service experience, give us an example of a customer interaction that you are most proud of.

What attracts you to employment at The Common Market?

What skills or experience do you have that would especially qualify you to work our co-op?

What does it mean to provide great customer service as part of your job? Give an example.

What do you think *others* perceive as your greatest strength? Your greatest challenge?



*Woo-hoo! You're finished with the hard part! Just a couple more administrative items:*

**PLEASE READ CAREFULLY BEFORE SIGNING**

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUES EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST, AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

## INFORMATION FOR APPLICANT

(Read Carefully Before Signing)

1. **This application is valid for sixty (6) days. If you have not been employed within sixty (6) days of your application, you must re-apply for a position.**
2. **By my signature below, I agree to the following:**
  - a. I understand that any statements or misleading omissions made by me in connection with my application, or in responding to requests for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate discharge.
  - b. I understand that any employment I might be offered by The Common Market is at will and of indefinite duration, and that either I or The Common Market can terminate employment at any time with or without notice for any or no reason, and that no agreement to the contrary will be recognized by The Common Market unless made in writing and signed by an authorized person of The Common Market. I understand that satisfactory completion of my trial employment period will not change my status as an at-will employee.
  - c. I understand that none of The Common Market's practices or policies are to be construed as imposing any binding obligations on The Common Market and that they are subject to change or deletion at any time.
  - d. I hereby authorize The Common Market to obtain from schools, former employers or other individuals or institutions it contacts, any information in their possession regarding my employment history or qualifications for the job for which I have applied, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment. Furthermore, I understand and agree that The Common Market may request information from various federal, state, and other agencies, including public or private sources which maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment, educational background, and other past experiences.
  - e. I acknowledge that a telephonic facsimile or copy of this release shall be as valid as the original. This release is valid for all federal, state, county and local agencies and authorities.
  - f. If I am offered employment, I also authorize the disclosure to The Common Market of any medical history that may be necessary to verify information provided as part of the application process.

I have read this Employment Application and I fully understand its contents.

Date \_\_\_\_\_ Printed Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_