



By filling out this application, you are one step closer to obtaining a position at Abundance Co-op. We are owned by and operated for the benefit of our **member owners**. We have a Board of Directors, which represents our members to the General Manager who is responsible for the everyday operations of the store. Cooperatives are based on the values of self-help, self-responsibility, democracy, equality, equity, and solidarity. In the tradition of their founders, cooperative members believe in the ethical values of honesty, openness, social responsibility, and caring for others.

In our commitment to providing products which are the healthiest for us and our planet, the Abundance team is committed to ensuring an enjoyable shopping experience, and to making organically-produced foods central to all departments. We also strive, whenever possible, to purchase from smaller farms, local growers, and companies whose ethics and standards are similar to our own. Abundance provides the most complete shopping option for people in the Rochester community interested in pursuing a healthy lifestyle and conscious of where their dollars are being spent.

The main duty of all Abundance Co-op employees is exemplary customer service to all. Employees are expected to be friendly, knowledgeable, responsible, and involved in the store. By accepting a position at Abundance Co-op you are agreeing to abide by the personnel policies and expected to work your assigned shifts. Our hours are Monday through Friday 8 am to 8 pm, Saturday 9 am to 8 pm and 10 am to 8 pm on Sundays. We are open everyday except New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. Several times a year we hold staff meetings, which are mandatory for all employees to attend.

If you feel you are up to the challenge of working in a healthy, fast paced, retail environment that is open year round and allows you to grow and enrich the community, we invite you to complete the following application .

**Organically yours,
The Abundance Team**



Application for Employment

We appreciate your interest in Abundance Cooperative Market. Abundance offers equal opportunities to all persons without regard to race, color religion, age, sex, disability, national origin, citizenship, military status, marital status, sexual orientation, or any other status protected by law. Applicants who require reasonable accommodation during the application process may contact the hiring manager.

Date: _____

Personal Information

Name: _____ Telephone: _____
First M.I. Last

Present Address: _____
Street City State Zip

- If under 18 years of age, do you have a work permit? Yes No
- Are you either a U.S. citizen or an alien who has the legal right to remain and work in the U.S.? (you will be required to furnish proof of lawful work status if you are extended a job offer) Yes No
- Have you ever been convicted of a crime? Yes No

If so, please describe fully the criminal conviction(s) and the nature of the offense. A conviction record will not necessarily be a bar to employment.

Employment Desired

Position(s) applied for (if applying for specific position): _____

Department: Grocery Bulk Body Care & Supplements Front End Deli Produce Admin Any
Date you can start: _____ Are you looking for: Full Time (30+ hrs./wk.) Part Time (less than 29 hrs./wk.)
 Anything available

What days and times would you be available to work at the co-op? (Ability to work weekends & Holidays is very important.)
Monday: _____ Friday: _____
Tuesday: _____ Saturday: _____
Wednesday: _____ Sunday: _____
Thursday: _____

Our Co-op makes an effort to accommodate staff schedule needs, but we cannot guarantee a specific work schedule.

Have you ever worked for Abundance before? Yes No

When: _____ Supervisor: _____

Reason for leaving: _____

Why do you want to work at Abundance?



Education

Highest Grade Completed:

<u>Grade School</u>								<u>High School</u>				<u>College</u>			
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Name of last school attended: _____

License, Vocational or Trade Training: _____

Professional References

Please give the names of three persons not related to you, whom you have known professionally at least three years.

Name	Address	Telephone	Years Known
• _____	_____	_____	_____
• _____	_____	_____	_____
• _____	_____	_____	_____

Employment History

List all your work experience (starting with your most recent employer). Please account for all periods of unemployment in this section. You may attach additional sheets of paper.

Dates Employed:	Employer Information:
From: _____ To: _____	Name of Employer: _____
	Address: _____
Salary	
Start: _____	Job Title: _____
Finish: _____	Name of Supervisor: _____

Briefly describe your job duties and work experience:

Reason for Leaving: _____

Dates Employed:	Employer Information:
From: _____ To: _____	Name of Employer: _____
	Address: _____
Salary	
Start: _____	Job Title: _____
Finish: _____	Name of Supervisor: _____

Briefly describe your job duties and work experience:

Reason for Leaving: _____

Dates Employed:	Employer Information:
From: _____ To: _____	Name of Employer: _____
	Address: _____
Salary	
Start: _____	Job Title: _____
Finish: _____	Name of Supervisor: _____

Briefly describe your job duties and work experience:

Reason for Leaving: _____



May we contact your present employer at this time? Yes No

What skills or experience do you have that you feel would especially qualify you to work at the Co-op?

What are your goals for the future, career or personal? How would working at the Co-op help fulfill your plans?

Over and above all other duties, staff at the Co-op must provide fantastic customer service. Tell us about a time when you provided excellent customer service in a challenging situation (an unhappy customer, a busy time, etc...) How did you do it? What does superior customer service mean to you?

The Co-op has a very positive and unique work environment that supports staff to work together effectively as well as being motivated to find solutions on their own. Tell us about a time when you contributed to a team effort.

Tell us about a time when you took initiative to make a positive change in the workplace.

What is your experience with natural foods?

Most, but not all, jobs in the Co-op require lifting. Can you lift 50 pounds on a regular basis? Yes No

If not how much are you able to lift? _____

Applicant's Statement

I understand that if I am hired, my employment may be terminated with or without cause or notice, at any time, at either my option or that of Abundance. I understand that no management representative has any authority to enter into any agreement for continuing employment for any specific period of time or which is contrary to the foregoing and that any such agreement must be in writing signed by the General Manager. I give Abundance permission to contact all or any of my previous employers and references and authorize them to disclose any information Abundance may request in the course of its investigation of this application for employment, and I hereby release Abundance and such references and prior employers from any and all liability with respect to such disclosures. After a tentative offer of employment has been made, if requested by Abundance, I agree to take a job-related medical examination at no personal expense and authorize the examining physician to disclose the findings to Abundance. I understand that any offer of employment is conditioned upon receipt of satisfactory references and satisfactory completion of any such job-related medical examination. I also understand that I may be requested now or at any subsequent time during my employment with Abundance to submit to drug and/or alcohol tests, at Abundance's expense. I understand that if I refuse to take the test, my employment may be terminated immediately.

I have provided truthful and complete responses to all inquiries in the application and authorize Abundance to investigate all statements contained in the application. I understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal or refusal to hire. If employed, I will abide by Abundance's rules and regulations, which I understand are subject to change by Abundance.

Date: _____ Applicant's Signature: _____