



Equal Employment Opportunity

It is the policy of the North Coast Co-op to provide equal employment opportunity to all qualified individuals regardless of their race, color, religion, sex, age, national origin, disabilities, marital status, sexual orientation, military status, arrest record, conviction record, use or nonuse of lawful products or any other characteristic protected by federal, state, or local law.

To Apply

- Fill out the application completely and legibly. **Incomplete applications will not be considered or processed.**
- 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.
- Please sign and return your completed application to the customer service desk at either store.
- North Coast Co-op will review all complete applications and contact the most qualified applicants for open positions.
- If you have not been contacted within 60 days please submit a new application for current openings.
- Current openings are posted at customer service at each store. Applications can be obtained from either store at customer service, or online at <http://arcata.northcoastco-op.com/humanresources/empapp.pdf> .
- **Due to the high volume of applications we ask that you please do not call to check the status of your application.**



Please fill out the application in its entirety, front and back.
 We are unable to accept incomplete applications. Feel free to attach a resume in addition to completing all the requested employment information.

Application for Employment

Thank you for your interest in working at the Co-op! North Coast Co-op provides food and goods, promotes sustainable practices and follows co-op principles. If this is something you would like to be a part of, grab a pen and tell us a little about yourself!

Today's date: _____ Date available: _____ Position(s) applying for: _____
 Your Name: _____ Location: (circle) Arcata Eureka Either
 Address: _____
 Phone: _____ Email address: _____

Why do you want to work at the Co-op?

Shifts DESIRED: (Please circle) Part-time Full-time Ideal # of shifts per week: _____ Ideal # of hours per week: _____

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: _____

NCC will make an effort to accommodate your schedule needs but we can not guarantee a set or specific work schedule.

Other time commitments (school, another job, volunteer positions, etc.): _____

Education	What:
High School	_____
Advanced or Specialized Education	_____

Our Service Vision

At North Coast Co-op we go the extra mile to give exceptional service. We greet everyone with a genuine smile, always provide a positive experience and sincerely thank every customer. We show passion for our co-op and take pride in our service.

Please give an example of how you can help us achieve our vision as an employee of the Co-op:

Have you ever worked for the Co-op? _____ If Yes, When? _____

PRIOR WORK HISTORY: Please list your 3 most recent employers

Dates: _____ Pay Rate Start and Finish: _____ to _____
 Employer: _____ Contact Person: _____
 Address: _____ Phone: _____

Position & Responsibilities: _____

Reason for leaving: _____

(See Other Side)

Dates: _____

Pay Rate Start and Finish: _____ to _____

Employer: _____

Contact Person: _____

Address: _____

Phone: _____

Position & Responsibilities: _____

Reason for leaving: _____

Dates: _____

Pay Rate Start and Finish: _____ to _____

Employer: _____

Contact Person: _____

Address: _____

Phone: _____

Position & Responsibilities: _____

Reason for leaving: _____

Please describe any skills you have in any of the following areas: Customer Service, Natural Foods, Cooking, Food Service, Baking, Retail Merchandising, Cashiering, Produce, Nutrition, Computers or Cooperatives.

please use extra sheet if needed

REFERENCES:

Name	Relationship	Address	Phone Number

Were you referred by Co-op employee? _____ If yes, who? _____

Have you ever been convicted of a felony? If so, give date, place and nature of the offense. (An affirmative answer will not automatically disqualify you from being considered for employment.)

If hired, could you show evidence of your right to work in the US? _____

I authorize my present and former employers (unless otherwise indicated on this application) to release to the co-op any information concerning my employment, including my job performance. Further, I release all these parties from liability for any damage (except that resulting from misrepresentation) which might result from furnishing this information.

The information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant misrepresentation or omission of facts called for may disqualify me from further consideration and may be considered justification for dismissal if discovered at a later date. I understand that, if hired, my employment is governed by the Staff Policy of the North Coast Co-op Board of Directors, is for no definite period, and may be terminated at any time during my probationary period.

Print Name: _____

Signature: _____

Date: _____