



# OPEN HARVEST CO-OP GROCERY

1618 SOUTH STREET LINCOLN, NE 68502

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address / City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How did you learn about a job opening at Open Harvest?

online  in-store  social media  word of mouth  other \_\_\_\_\_

Are you 18 years of age or older?  yes  no

Have you ever been convicted of a felony?  yes  no

If yes, give date, place, and nature of offense (this will not automatically disqualify you from consideration of employment) \_\_\_\_\_

If hired, can you show evidence of your right to work in the U.S.?  yes  no

### EMPLOYMENT INFORMATION

What position are you applying for? \_\_\_\_\_

Please indicate all positions you would be interested working in:

all  grocery  produce  meat & seafood  wellness  cashier

administrative  kitchen  bakery  deli counter  dishwasher

Have you previously worked at Open Harvest:  yes  no

If yes, when: \_\_\_\_\_



# OPEN HARVEST

Number of hours per week you are interested in working:

min \_\_\_\_\_ max \_\_\_\_\_ ideal \_\_\_\_\_

What are your pay requirements? \_\_\_\_\_ / hr.

Do you expect to be absent anytime in the next six months?  yes  no

If yes, when and for how long? \_\_\_\_\_

## SCHEDULE INFORMATION **available start date:** \_\_\_\_\_

We are open every day from 8 AM to 9 PM. Please indicate the days and hours that you are available to work during the week:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

## SKILLS & EXPERIENCE

Check all the skills and experience that apply to you:

<input type="checkbox"/>	Customer service
<input type="checkbox"/>	Food production
<input type="checkbox"/>	Cooperatives & natural foods
<input type="checkbox"/>	Community outreach

<input type="checkbox"/>	Cashier & money handling
<input type="checkbox"/>	Stocking
<input type="checkbox"/>	Merchandising
<input type="checkbox"/>	Computers

Briefly explain the experiences or skills which you feel would qualify you for the position for which you are applying.

What does exceptional customer service mean to you? Give an example.



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## WORK EXPERIENCE

List in order, beginning with your most recent employer and include periods of unemployment.  
Please do not simply write "see resume".

Company Name: \_\_\_\_\_ Phone : \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Ok to contact? \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Pay Rate \_\_\_\_\_  part-time  full-time

Company Name: \_\_\_\_\_ Phone : \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Ok to contact? \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

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Company Name: \_\_\_\_\_ Phone : \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Ok to contact? \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Pay Rate \_\_\_\_\_  part-time  full-time

## EDUCATION

	School Name / Location	Years Completed	Certificate / Degree / Diploma
High School			
Post-Secondary			
Other relevant training			



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## PROFESSIONAL REFERENCES

Please give the names of three people, not related to you, who you have known for at least one year.

Name	Relationship	Phone	Email

Why do you want to work at Open Harvest?

How would working at Open Harvest fit into your goals for the future?

## RELEASE AUTHORIZATION

*I authorize my present and former employers (unless otherwise indicated on this application) to release to Open Harvest any information concerning my employment, including my job performance. I release all parties from liability for any damage which might result from furnishing this information.*

*The information provided on this application and/or resume is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me from further consideration and may be considered justification for dismissal if discovered at a later date.*

*In compliance with Nebraska law, Open Harvest is an "at will" employer and operate under the provision that employees have the right to resign their position at any time, with or without notice and with or without cause. We, the employer, have similar right to terminate the employment relationship at any time, with or without notice and with or without cause.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Open Harvest Co-op Grocery is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, sex, age, religious or political beliefs, national origin, citizenship, sexual orientation, gender identity, marital status, parental status, or disability.**

Internal Use Only	Screened	Date	Initials
	Interviewed		