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

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 prevously worked at Open Harvest: ☐ yes ☐ no

If yes, when: _____

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:

☐ Customer service	☐ Cashier & money handling
☐ Food production	☐ Stocking
☐ Cooperatives & natural foods	☐ Merchandising
☐ Community outreach	☐ Computers

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

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

OPEN HARVEST

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? _____

Employed from _____ to _____ Pay Rate _____ ☐ part-time ☐ full-time

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			

OPEN HARVEST

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 form 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.