



COOK COUNTY  
CO-OP

20 E 1<sup>st</sup> St · PO Box 813 · Grand Marais, MN  
55604  
218-387-2503  
cookcounty.coop/employment

# Employment Application

## Personal Information

Name			
Address	City	State	Zip
E-mail	Phone	Time most likely to be reached: <input type="checkbox"/> 9am-12pm <input type="checkbox"/> 12pm-3pm <input type="checkbox"/> 3pm-6pm	

If hired, can you show evidence of your right to work in the US? //  Yes  No

## Employment Information

Position desired: \_\_\_\_\_

Check any area listed below in which you have skills or experience:

- Cash Register       Food service       Produce  
 Cooperatives       Nutrition       Customer Service

For each item checked above, please state where and when you acquired these skills and experiences:

What date are you available to start work? \_\_\_\_\_

If there are any hours you cannot work, what are they? \_\_\_\_\_

Maximum number of hours a week you can work? \_\_\_\_\_

Minimum number of hours a week you can work? \_\_\_\_\_

What are your pay requirements? \_\_\_\_\_



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Have you ever applied for work at the Co-op before? //  Yes  No

Are there any other experiences or skills you feel would especially qualify you to work for the Co-op?

## Education and Training

School Name	Location	Number of completed years	Did you graduate?
1.			
2.			
3.			
Other training or certifications:			

## Former Employers

Duration of Employment (MM/YY)	Business Name	Position	Reason for Leaving	Contact for a Reference
Start: End:				Name: Phone:
Start: End:				Name: Phone:
Start: End:				Name: Phone:



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Start: End:				Name: Phone:
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If you are currently employed, may we contact your present employer?

Yes    No    Not Applicable / Unemployed

### References

Provide the name of two references, not related to you, whom you have known for at least a year:

Name	Phone	Job Title	How acquainted and for how long?

### Profile Information

Are you a member of the Co-op? //  Yes    No

How would working at the Co-op fit into your future, career, or personal plans?

How are you familiar with cooperative groceries and related products?



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Why do you wish to work at Cook County Co-op?

What does it mean to provide GREAT customer service as part of your job?

## Authorization & Signature

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 what 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 omissions may disqualify me from further consideration and may be considered satisfaction for dismissal if discovered at a later date.

I understand that employment with the Co-op is for no definite period of time. Both the Co-op and its employees have, at all times, the right to terminate the employment relationship.

***Applicant Signature***

***Date***



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## Administrative Use (applicant - leave this blank)

### Comments & Remarks

### Hiring Information

Date Position Offered	Department / Position	1 <sup>st</sup> Day of Work	Salary / Wage

### Approval Signatures

Dept. Manager	Date	General Manager	Date

### HR

Date of Orientation	Personnel Administrator	Date Payroll information input into database	Payroll Clerk