



FRIENDLY CITY  
FOOD CO-OP

# EMPLOYMENT APPLICATION

Friendly City is an Equal Opportunity Employer

150 E. Wolfe St • Harrisonburg, VA • (540) 801-8882  
jobs@friendlycity.coop • [www.friendlycity.coop](http://www.friendlycity.coop)

Thank you for your interest in working for Friendly City Food Co-op! Before moving forward please know that:

- Friendly City does not have seasonal employment or short-term employment;
- Most team members will have a typical or routine schedule, but shifts and hours are subject to change.
- Almost all positions require weekend availability;
- Friendly City's goal is to be the most welcoming store in the Valley and we are looking for applicants that will help us reach that goal!

You must submit a completed application in order to be considered for employment. Due to the large number of applications we expect to receive, we regret that we are unable to follow up with each applicant. We will, however, make a strong effort to contact those who have been interviewed once our decision has been reached.

**Check the department(s) in which you would like to work: (check all that apply)**

Front End (cashier)    Food Service    Grocery    Produce    Wellness    Other:

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

Present Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Other # to reach you: \_\_\_\_\_

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

Language(s) spoken fluently: \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the U.S.?    Yes    No

Are you 18 years or older?    Yes    No

Are you related to anyone who currently works at or is on the board of Friendly City?

Yes    No   If so, whom: \_\_\_\_\_

Are you currently a student?    Yes    No   If yes, list birthday: \_\_\_\_\_

How did you learn about this position?

- Daily News Record    Co-op member    Our website    Our email update  
 Word of mouth    Facebook    Craigslist    Other: \_\_\_\_\_

**Scheduling & Availability**

Date you could start \_\_\_\_\_

Please list the times you are AVAILABLE to work:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
a.m.							
p.m.							

In the next 6 months, do you expect any change in your availability?  Yes  No If yes, please explain.

Are you seeking full-time or part-time employment?  FT  PT If part-time, how many hours? \_\_\_\_\_

**Employment History** Please note any employment – past or present – that you think would be helpful in the consideration of your application. Feel free to submit a résumé to supplement, but please complete this section as well.

**Employer** \_\_\_\_\_ Dates of employment \_\_\_\_\_  
 Address \_\_\_\_\_ Phone #(s) \_\_\_\_\_  
 Supervisor \_\_\_\_\_ May we contact this person? \_\_\_\_\_  
 Wage/Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_ Position(s) Held and Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

**Employer** \_\_\_\_\_ Dates of employment \_\_\_\_\_  
 Address \_\_\_\_\_ Phone #(s) \_\_\_\_\_  
 Supervisor \_\_\_\_\_ May we contact this person? \_\_\_\_\_  
 Wage/Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_ Position(s) Held and Duties: \_\_\_\_\_  
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 Wage/Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_ Position(s) Held and Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

**\*Please account for any gaps in your employment history on back of application, or on a separate page.**

**Education**

**High School** \_\_\_\_\_ Degree \_\_\_\_\_

**College/University** \_\_\_\_\_  
 Area(s) of study \_\_\_\_\_  
 Graduation Date \_\_\_\_\_ Degree \_\_\_\_\_

**Vocational** \_\_\_\_\_  
 Area(s) of study \_\_\_\_\_  
 Graduation Date \_\_\_\_\_ Degree/License \_\_\_\_\_

**\*List any other important educational experiences on back of application, or on a separate page.**

## Questionnaire

1. What specific experience do you have related to the position for which you are applying (e.g. experience with retail businesses, cooperatives, and knowledge of natural foods, etc.)?
  
2. Friendly City's goal is to be the most welcoming store in the Valley, therefore, we expect our employees to demonstrate exceptional customer service. What is your experience/philosophy regarding interacting with customers?
  
3. Friendly City strives for constant improvement. Please tell us how your personal strengths and/or leadership experience would improve Friendly City.

4. Explain skills in which you are experienced (where appropriate):

	Skills	Years	Comments
Accounting			
Admin. Asst.			
Cashier/Register			
Data Entry/Data Software			
Food Preparation			
Graphic Design			
Health & Beauty			
Human Resources			
Maintenance/Repair			
Marketing			
Meat & Seafood			
Programming			
Receiving			
Sales			
Stocking			
Technical Support			
Wellness			
Writing/Communications			

**Job Matching** Please review the following list of work conditions. Rate each one from 1 to 3 according to the scale below.

1 = unacceptable or unable to do

2 = not my favorite, but okay

3 = would enjoy/excel at it

- |   |   |
|---|---|
| <input type="checkbox"/> On-going training                            | <input type="checkbox"/> Standing in one place for long periods         |
| <input type="checkbox"/> Taking responsibility for mistakes           | <input type="checkbox"/> Repetitive job duties                          |
| <input type="checkbox"/> Juggling multiple tasks                      | <input type="checkbox"/> Working at a fast pace                         |
| <input type="checkbox"/> Helping hundreds of customers per day        | <input type="checkbox"/> Handling packaged meat                         |
| <input type="checkbox"/> Working with numbers                         | <input type="checkbox"/> Serving people w/ values different than my own |
| <input type="checkbox"/> Handling unpackaged meat                     | <input type="checkbox"/> Talking to customers for an entire shift       |
| <input type="checkbox"/> Cleaning gross things                        | <input type="checkbox"/> Serving customers who are in a bad mood        |
| <input type="checkbox"/> Helping out in departments other than my own | <input type="checkbox"/> Being accountable for money                    |
| <input type="checkbox"/> Working for \$11.50 per hour                 | <input type="checkbox"/> Lifting 25lbs. or more repetitively            |
| <input type="checkbox"/> Receiving direction from management          | <input type="checkbox"/> Prioritizing a heavy workload                  |
| <input type="checkbox"/> Working behind a counter                     | <input type="checkbox"/> Working under time pressure                    |
| <input type="checkbox"/> Receiving criticism                          | <input type="checkbox"/> Getting food on my clothes                     |
| <input type="checkbox"/> Wiping and cleaning things all day           | <input type="checkbox"/> Picking up trash inside and outside            |
| <input type="checkbox"/> Memorizing codes and numbers                 |   |

**Professional References**

1. \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_
2. \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_
3. \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Please read before signing:**

Friendly City Food Cooperative, Inc. is an Equal Opportunity Employer and will not discriminate on the basis of sex, age, race, religion, marital/parental status, sexual orientation, national origin, disability or any other characteristic protected by law and/or irrelevant to the good execution of this position.

I hereby affirm that the information on this application (and accompanying résumé, if any) is true to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal at a later date.

I understand that this application for employment will be considered active for 60 days and that if I wish to be considered for employment beyond this time period, I should complete a new application.

I understand that my employment with Friendly City Food Cooperative is "at will", neither permanent nor guaranteed. While I understand that if I am offered employment with Friendly City, Friendly City or I may terminate my employment at any time with or without cause or notice.

I hereby acknowledge that I have read, understand and agree to the conditions set forth above.

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