



# EMPLOYMENT APPLICATION

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Last First M.I.

Address: \_\_\_\_\_  
 Street Address Apartment/Unit #  
 \_\_\_\_\_  
 City State ZIP Code

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

Position Applied for: \_\_\_\_\_

Do you know any BCM Employees? YES NO  
  If yes, who? \_\_\_\_\_

Have you ever worked for BCM? YES NO If yes, when?  
  What dept? \_\_\_\_\_

How were you referred to BCM? WALK-IN AD EMPLOYEE OTHER  
     
 If so, where? \_\_\_\_\_ If so, who? \_\_\_\_\_

Date available to start work: \_\_\_\_\_ What are you looking for? FULL TIME PART TIME SUMMER TEMPORARY

Please mark the days and times you ARE available to work

	MON	TUE	WED	THU	FRI	SAT	SUN
AM							
PM							

Are there any conditions which may prevent you from doing the essential functions of the job for which you are applying? YES NO

If yes, please describe below.

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## EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Grad School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## REFERENCES

Please list two people (not related to you) as references

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## SPECIAL SKILLS

What skills/experience do you have in the following areas? Please be specific.

Co-op/Natural Foods

\_\_\_\_\_

Cashiering

\_\_\_\_\_

Produce

\_\_\_\_\_

Kitchen/Cafe

\_\_\_\_\_

Retail Merchandising

\_\_\_\_\_

Computers/Office

\_\_\_\_\_

Other

\_\_\_\_\_

EMPLOYMENT HISTORY (Attach your resume, if you prefer.)

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

APPLICANT STATEMENT & SIGNATURE

*I hereby certify that the information provided in this application is true and complete, and I understand that false information or significant omissions may disqualify me from consideration for employment, or may lead to dismissal if hired.*

*I also understand that, if employed, I will be required to provide satisfactory proof of identity and legal work authorization within three (3) days of being hired. Failure to submit such proof within the required time will result in immediate termination of employment.*

*I authorize Berkshire Co-op Market (BCM) to check listed references as needed and I hold BCM harmless from any results or conclusions.*

*I understand that BCM is an alcohol- and drug-free working environment.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. The Berkshire Co-op Market is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, national origin, ancestry, sex, age, disability, veteran status, or sexual orientation. No question on this application is intended to secure information to be used for discrimination.*