APPLICATION FOR EMPLOYMENT

Mailing Address:
1213 NP Ave, Suite 100 | Fargo, ND 58102
701-478-0300
hiring@prairieroots.coop

Name_____ Date_____

Address_____

City/State/Zip_____Phone_____

Email_____

Position Applying For_____

Would you be interested in other jobs at Prairie Roots? _____ Pay Requirements? _____

Where did you hear about job openings at Prairie Roots?_____

Can you perform the essential functions of the position without accommodation for which you are applying?   O YES   O NO

If no, please explain_____

Are you legally eligible to be employed in the United States? O YES   O NO
(Proof of identity and eligibility will be required upon employment.)

Are you over the age of 18 years? O YES   O NO
(If no, you may be required to provide authorization to work.)

EMPLOYMENT AVAILABILITY

When would you be available to begin work?_____

O Full Time *(30-40 hr/week)*   O Part Time *(under 30 hr/week)*

List hours you are available to work *(please specify by day)*:

	SUN	MON	TUE	WED	THU	FRI	SAT
FROM							
TO							

EMPLOYMENT HISTORY

List your employment record in chronological order, beginning with most recent employer:

Employer Name_____ Employer Phone # _____

Full Address _____

Dates Employed_____to_____Supervisor_____

Responsibilities_____

Reason for Leaving_____Rate of Pay_____

Employer Name_____ Employer Phone # _____

Full Address _____

Dates Employed_____to_____Supervisor_____

Responsibilities_____

Reason for Leaving_____Rate of Pay_____

Employer Name_____ Employer Phone # _____

Full Address _____

Dates Employed_____to_____Supervisor_____

Responsibilities_____

Reason for Leaving_____Rate of Pay_____

EDUCATION

School	City, State	Dates Attended	Area of Study

REFERENCES

Give the names of three people not related to you, whom you have known for at least one year.

Name	Phone	Relationship	Years Acquainted

EXPERIENCE

What skills and experience do you have in the following areas? Please state where and when you acquired these skills and experiences.

Customer Service	
Natural Foods	
Food Service	
Retail Merchandising	
Cashiering	
Produce	
Nutrition	
Computers	
Bookkeeping	
Cooperatives	

I voluntarily and knowingly authorize any former employer, to release to the co-op any and all information concerning my employment, experience and qualifications and/or suitability for employment except that which would indicate age, race, sex, religion or natural origin. Further, I release all these parties from liability for any damage, except that resulting from misrepresentation which might result from furnishing this information. I certify everything on this application is true, correct and complete without misrepresentations or omissions of any kind whatsoever. I understand that any misleading or incorrect statements may render this application void, and if employed, may be cause for immediate termination. I further understand that employment is on an "at-will" basis and employment is not guaranteed for any term, and may be terminated by the co-op or myself for any reason, at any time, with or without notice, so long as there is no violation of applicable law. I understand that this application is not and is not intended to be a contract of employment. If hired, I can provide evidence on my right to work in the United States.

Signature _____ **Date** _____

TO APPLY: The application form is intended for use in evaluating your qualifications for employment. Please be as thorough as possible. You may add additional sheets if you have extensive work experience. Other assessments may be required, such as job-related skill testing, references, prior employment verification, and background checks.

Please supply a cover letter and résumé. Send to: **Prairie Roots Food Co-op, 1213 NP Ave, Suite 100, Fargo, ND 58102**; or by email to **hiring@prairieroots.coop**. If sending by email, please be sure to put the desired job title in the subject line.

INTERNAL USE ONLY ::: *Applicants do not write below.*

Hired: O YES   O NO

Interviewed By:_____

Interview Date:_____

Manager Signature:_____