



620 G St. Davis CA 95616-3753
(530) 758-2667

Davis Food Co-op

FOR OFFICE USE ONLY

Three empty rectangular boxes for office use.

Employment Application

7/98

Position applied for: _____

Date: _____

Name _____ Phone Number (____) _____

Street Address _____ Are you over 18 years of age? _____

City, State and ZIP code _____

Date available for work: _____ Social Security # _____

Are you currently employed? _____ If so, may we contact your current employer? _____

How did you hear about the specific job you are applying for? _____

Have you been employed as a paid staff member at the Co-op before? (Y or N) _____

If so, when and in what position? _____

Why did you leave? _____

Employment History

Please list below your last four employers, beginning with the most recent.

Dates	Name, Address, Phone Number Of Employer/ Contact Person	Rate Of Pay	Position & Responsibilities	Reason For Leaving

Days And Hours Available For Work: _____

Continued On Other Side

School	Location	Graduated (Y or N?)	Major Subjects

Describe experience you have had in the specific field of the job you are applying for:

Comment on any other relevant experience:

Have you been absent from work in the past 12 months? If yes, describe.

Have you ever been convicted of a felony? No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

Do you own or have interest in another business? If so, please describe.

Office machines you can use:

Do you have any friends or relatives working for the Co-op? If yes, state name(s) and relationship.

What involvement have you had with Co-ops?

Please see additional page

Office Use Only

_____ postcard sent
 _____ interviewed

_____ not hired
 _____ hired

Please Read Carefully,

Initial Each Paragraph

...and Sign Below

- I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
- I hereby authorize the Davis Food Co-op, Inc., to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Co-op any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Co-op, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
- I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Davis Food Co-op, Inc. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Co-op, and that no promises or representations contrary to the foregoing are binding on the Co-op unless made in writing and signed by me and the Co-op's designated representative.

Date _____

Applicant's Signature _____

Full Availability

The Davis Food Co-op is a Customer Service driven business. Our customers' shopping habits dictate the number of people we hire and the time that they are scheduled to work. To complete this important work the Co-op hires both full and part-time employees. We generally hire employees with **Full Availability**. Full availability means that you are available to work any shift in the department that you are hired to work. Please indicate below your availability. Limiting your availability **may** affect your prospect for being hired in some departments. Most of our customers shop in the evening and on weekends. Most direct customer service departments, i.e. Front-end department (checkers, courtesy clerks), Deli/Meat department, Health and Body-aides department, and the Bulk Foods department hire and schedule more people for day, evening and weekend shifts. The other major departments of the store (Grocery, Produce, and Dairy departments) hire and schedule more people for morning, evening and weekend shifts. There are fewer opportunities for limited availability employees. The Co-op realizes that people's lives change from time to time and we make every effort to accommodate all types of schedules. Having full or limited availability is not the only factor that is considered in hiring employees but Customer Service is our most important goal. We only employ people that are available to work when our Customers and business need them.

I am available full time (more than 30 hours a week) I am available part time (less than 30 hours a week)

I am available to work on these days (place an X on each day that you will be available to work)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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I am available to work these shifts (place an X on each shift that you will be available to work)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Full availability 5am to 10:30pm	Full availability 5am to 10:30pm	Full availability 5am to 10:30pm	Full availability 5am to 10:30pm	Full availability 5am to 10:30pm	Full availability 5am to 10:30pm	Full availability 5am to 10:30pm
Morning only 5am to 4pm	Morning only 5am to 4pm	Morning only 5am to 4pm	Morning only 5am to 4pm	Morning only 5am to 4pm	Morning only 5am to 4pm	Morning only 5am to 4pm
Days only 8am to 7pm	Days only 8am to 7pm	Days only 8am to 7pm	Days only 8am to 7pm	Days only 8am to 7pm	Days only 8am to 7pm	Days only 8am to 7pm
Evenings only 3pm to 10:30pm	Evenings only 3pm to 10:30pm	Evenings only 3pm to 10:30pm	Evenings only 3pm to 10:30pm	Evenings only 3pm to 10:30pm	Evenings only 3pm to 10:30pm	Evenings only 3pm to 10:30pm
Not available	Not available	Not available	Not available	Not available	Not available	Not available
Other:	Other:	Other:	Other:	Other:	Other:	Other:

Please note: The Davis Food Co-op is an At-Will Employer as provided by California state law. Being offered a position in our organization does not guarantee or indicate future employment or specific schedules or hours of employment.

Signature _____ Date _____

Confidential Information

The information on this sheet regarding race, sex, age, and disability status is needed to analyze and assure compliance with federal Equal Employment Opportunity Laws* and to meet the reporting requirements of these laws. Your cooperation in voluntary giving this information is important to the success of our Equal Employment Opportunity programs.

This EEO Information Form will be kept separate from your application. It is not to be used in hiring, interviewing, or any other employment decision. It will be available only to authorized personnel for research and evaluation purposes. **Refusing to provide this information will not subject you to adverse treatment.**

Name _____
(Last) (First) (Middle)

Position Title/Number _____

Position Status: (please circle one) Full-time Part-time Temporary

I decline to participate in this survey. _____
Signature Date

Ethnic Categories: (check only one category)

- African American: (includes all persons having origins in any of the black racial groups of Africa.)
- Asian or Pacific Islander (includes all persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands.) Please circle one of the following categories: Chinese, Japanese, Korean, Vietnamese, Asian Indian, Hawaiian, Guamanian, Samoan, Laotian, Cambodian, and other Asian.
- Filipino (includes persons having origins in any of the original people of the Philippine Islands.)
- Hispanic American: (includes all persons of Chicano, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.)
- Native American Indian or Alaskan Native (includes all persons having origins in any of the original peoples of North America and who maintain cultural identifications through tribal affiliation or community recognition.)
- White: (include all persons having origins in any of the original peoples of Europe, North Africa, the Middle East, and not of Hispanic Origin.)
- Other

Personal Information:

Male Female Date of Birth _____

Disabled: (substantially limited in one or more major life activities and have a record of a vision, mobility/orthopedic, hearing, speech, neurological, biochemical, or developmental impairment.)

None

Yes Identify: _____

*The Employer Information EEO-1 survey is conducted annually under the authority of Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972. All employers with 100 or more employees are covered by Public Law 88-352 and are required to keep employment records as specified by Commission regulations. All reports and information from individual reports will be kept confidential, as required by Section 709(e) of Title VII. Only data aggregating information by industry or area, in such a way as not to reveal any particular employer's statistics, will be made public.