



# Application for Employment

Received	_____
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Letter	_____

Human Resources  
PO Box 633  
Hanover, NH 03755

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

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Are you known by *any other name*, which we will need to check your work record?  Yes  No  
If so, please provide: \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_  
(Street) (City) (State) (ZIP)

**Physical Address:**

\_\_\_\_\_  
(Street) (City) (State) (ZIP)

**Home Phone Number** \_\_\_\_\_ **Work Phone Number** \_\_\_\_\_

**Cell Phone Number** \_\_\_\_\_ **E-Mail Address** \_\_\_\_\_

- Are you 18 years old or older?  Yes  No
- If no, can you provide a youth employment certificate from a NH or VT High School?  Yes  No
- Federal Law establishes certain hour restrictions for anyone under sixteen (16) years old.  
Will these hour restrictions apply to you?  Yes  No
- Do you have a legal right to work in the United States?  Yes  No  
Alien Registration Number \_\_\_\_\_  
If you accept employment with the Co-op, the Federal Immigration Act of 1986 requires that you provide documents establishing your identity and work authorization
- Have you ever been found guilty of a criminal offense (felony or misdemeanor?)  Yes  No  
If yes, please explain \_\_\_\_\_

*(Note: Previous convictions do not exclude an applicant from consideration for employment. Factors such as age, time of the offense, seriousness, nature of the violation and rehabilitation will be taken into consideration.)*

- Have you ever worked for the Co-op before?  Yes  No If yes, when? \_\_\_\_\_
- How were you referred to the Co-op? (Newspaper, friend, etc.) \_\_\_\_\_
- List Co-op employees that you know (including relatives) \_\_\_\_\_

**The Co-op is open 7 days a week**  
**Hanover Food Store is open 8 a.m.- 8 p.m.**  
**Lebanon Food Store, Park Street & Lyme Road Community Market are open 7 a.m. to 9 p.m.**  
**White River Junction Market is open 7 a.m. to 8 p.m.**

- I am available:  
 Full Time  Part Time  Permanent  Temporary

Please circle the days you **are not** available: M T W TH F SA SU

- If you are hired, when can you start? \_\_\_\_\_
- If you have any schedule limitations, please specify \_\_\_\_\_
- Salary desired: \$ \_\_\_\_\_

What position are you interested in? \_\_\_\_\_

Would you be interested in other positions?  Yes  No

If yes, please specify \_\_\_\_\_

Which location do you prefer?

Hanover Food Store

Lebanon Food Store

White River Junction Market

Park Street Service Station

Lyme Road Community Store

Commissary

*Many of our jobs require lifting 50-70 pounds on a regular basis, as well as direct customer service. If you are applying for positions such as a shelf stocker, meat cutter, or counter clerk, can you perform such work with or without reasonable accommodation?*

Yes  No

*If you need reasonable accommodation, please specify:*

\_\_\_\_\_

Education	Name of School	Years Attended	Did you graduate?	Subjects Studied
High School				
GED				
College				
Graduate School				

*If you did not graduate, why and when did you leave school?*

\_\_\_\_\_

*Do you have future plans for continuing your education or training?  Yes  No*

**General:**

Subjects of Special Study/Scholastic Honors/Any additional training related to the position you are applying for:

Special Skills (i.e., computer skills, typing skills, etc.)

Activities you enjoy:

**Military Service:**

Branch of Service: \_\_\_\_\_ Type of Duty: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Present Military Affiliation:  None  Reserve – Active  Reserve - Inactive

**EMPLOYMENT HISTORY: List your last three employers, the most recent first.**

You may include volunteer assignments and periods of self-employment. Please note interruptions in employment longer than one month. If you need more space, please continue on a separate sheet and/or attach a resume.

Employer _____	Contact Person _____
Address _____	Phone Number _____
Dates Employed: from _____ to _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Pay Rate: Starting _____ Finishing _____	Reason for making a change: _____
Your Job Title and Responsibilities: _____	
Employer _____	Contact Person _____
Address _____	Phone Number _____
Dates Employed: from _____ to _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Pay Rate: Starting _____ Finishing _____	Reason you left: _____
Your Job Title and Responsibilities: _____	
Employer _____	Contact Person _____
Address _____	Phone Number _____
Dates Employed: from _____ to _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Pay Rate: Starting _____ Finishing _____	Reason you left: _____
Your Job Title and Responsibilities: _____	

<b>Employment: Which of these positions did you like best?</b> _____
<b>What did you like most about this position?</b> _____

**References:** Give the names of three people **not related** to you whom you have known for at least a year, particularly those who can speak about your work experience

Name _____	Title/Relationship _____
Address _____	Phone (Work or Home) _____
Name of Business (if applicable) _____	Years Acquainted _____
Name _____	Title/Relationship _____
Address _____	Phone (Work or Home) _____
Name of Business (if applicable) _____	Years Acquainted _____
Name _____	Title/Relationship _____
Address _____	Phone (Work or Home) _____
Name of Business (if applicable) _____	Years Acquainted _____

## PLEASE READ BEFORE SIGNING

*The Hanover Consumer Cooperative is a very special place to work. For more than 70 years the Co-op has prided itself on its high standards and concern for the community. Co-op employees must understand that Customer Service is our number one job, and that we live and work by Cooperative philosophy and principles. We serve our members, customers and employees with high ethical standards, sound management, and a safe and supportive work environment. Employees are expected to demonstrate the concepts of friendly cooperation, excellent customer service and a positive willingness to get the job done, including some schedule flexibility when necessary. In addition, employees who accept a job with the Co-op accept the assigned schedule and are expected to come to work as assigned.*

*By signing this application I certify that if I am hired, I agree to adhere to the above principles and guidelines set forth by the Consumer Cooperative.*

### **Equal Employment Opportunity**

We do not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

### **Accuracy of Information**

I certify that all the information submitted by me on this application is true and complete to the best of my knowledge, and I understand that if I am employed, false statements on this application can be grounds for termination of my employment. If the Co-op employs me, I understand that this application will become part of my personnel file.

### **Authorization for Release of Information**

In connection with this application, I authorize my former employers, schools, law enforcement agencies, and branches of military to release information they may have about me. I release all parties supplying such information and the Co-op from any liability arising out of the release of any such information.

### **Employment at Will**

I understand that if I am offered a position at the Co-op, my employment is "at will," which means that either the Co-op or I can terminate the employment relationship at any time for any reason not prohibited by law. I also understand and agree that the terms and conditions of my employment may be changed with or without cause, and with or without notice, at any time by the Co-op.

I understand that no Co-op representative, other than its General Manager, and then only in writing and signed by the General Manager, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

*Your employment application is considered active for one year.*

*Application updated 4/27/10*