

**APPLICATION FOR EMPLOYMENT**

*IMPORTANT! Please read carefully before completing application.*

Please read and answer every question in this application yourself, as completely and accurately as possible. Do not omit any answers. "See Resume" is not an acceptable response to any of the questions; however, a resume may be attached. An unsigned or incomplete application will not be processed.

River Valley Co-op is an Equal Opportunity Employer. It is the policy of River Valley Co-op to afford equal employment opportunity to all qualified persons regardless of race, color, religious creed, national origin, ancestry, sex, age, criminal record, disability, military status, sexual orientation, gender identity, genetic information, or any other legally protected status. River Valley Co-op is committed to providing a reasonable accommodation if necessary to perform the essential functions of the job. To make a reasonable accommodation request please contact the Human Resources Department at (413) 341-5686 or [humanresources@rivervalley.coop](mailto:humanresources@rivervalley.coop).

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.

In order to be considered as an applicant for employment, you must apply for a specified open position. Individuals that submit applications that do not specify the open position for which they are applying are not considered applicants and will not be considered for employment.

Massachusetts General Laws c.151B prohibits employers from (1) terminating or refusing to hire individuals on the basis of genetic information; (2) requesting genetic information concerning employees, applicants, or their family members; (3) attempting to induce individuals to undergo genetic tests or otherwise disclose genetic information; (4) using genetic information in any way that affects the terms and conditions of an individual's employment; or (5) seeking, receiving or maintaining genetic information for any non-medical purpose.

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

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

What position(s) are you applying for? \_\_\_\_\_

How were you referred to the co-op? \_\_\_\_\_

Date you can start: \_\_\_\_\_

Are you applying for Part-time (20-35 hours/wk) \_\_\_\_\_ and/or Full-time (35-40/wk) \_\_\_\_\_ ?

Days you are available to work: \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_ F \_\_\_\_\_ SA \_\_\_\_\_ SU

The co-op is open for business 8 AM-10 PM daily requiring some work shifts starting before 8 AM to prepare for opening, as well as some work shifts starting in the afternoon and ending after closing and clean-up is completed.

• Are you willing to work shifts beginning before 7 AM?  Yes  No

• Are you willing to work afternoon/evening shifts up to 11 PM?  Yes  No

• Please specify any scheduling limitations: \_\_\_\_\_

Are you 18 years old or older?  Yes  No

Are you authorized to work lawfully in the United States for River Valley Co-op?  Yes  No

Will you now or in the future require River Valley Co-op to commence (“sponsor”) an immigration case in order to employ you (for example, H-1B or other employment-based immigration case)? This is sometimes called “sponsorship” for an employment-based visa status.  Yes  No

### Education

Type of school	Name and Location	Degree/Area of Study	# of years attended	Graduated?
High School				
College				
College				
Graduate				
Other				
Other				

### Other Training, Licenses, Job Related Skills and/or Certifications

## Employment History

Starting with your present job or most recent job, list all paid or volunteer positions held during the last ten (10) years. Please use space and page three of this application if you need more room. A resume may not be substituted, but may be included as a supplement. You need not include organizational names of volunteer experience that would indicate possible membership in a legally protected classification such as race, color, religion, national origin, age, military or veteran status, sexual orientation, disability, gender identity, genetics or gender. ADD PAGES IF NECESSARY

1. Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Your job title: \_\_\_\_\_ Employed from: mo/yr \_\_\_\_\_ to: mo/yr \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Your job responsibilities: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ May we contact this employer?  Yes  No

2. Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Your job title: \_\_\_\_\_ Employed from: mo/yr \_\_\_\_\_ to: mo/yr \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Your job responsibilities: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ May we contact this employer?  Yes  No

3. Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Your job title: \_\_\_\_\_ Employed from: mo/yr \_\_\_\_\_ to: mo/yr \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Your job responsibilities: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ May we contact this employer?  Yes  No

4. Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Your job title: \_\_\_\_\_ Employed from: mo/yr \_\_\_\_\_ to: mo/yr \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Your job responsibilities: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ May we contact this employer?  Yes  No

## Please Answer the Following Questions

Have you ever worked under a different name? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide names and aliases: \_\_\_\_\_

Have you ever been employed with the River Valley Co-op before? \_\_\_\_ Yes \_\_\_\_ No

If yes, please give position and dates: \_\_\_\_\_

List any relatives who currently work for River Valley Co-op:

\_\_\_\_\_

How did you learn about the co-op and why are you interested in working here?

\_\_\_\_\_

What does it mean to provide great customer service as part of your job? Give an example:

If we were to check your references, what do you think they would recognize as your greatest strength?

As your greatest weakness?

How would working at the co-op fit into your future plans? (career and/or personal)

### Professional References

List three people, not related to you, who can comment on your work performance

Name	Address	Occupation	Telephone	Relationship

PLEASE NOTE: Due to the large volume of applications, we only contact applicants if they are selected for further consideration. Incomplete applications will not be considered. No phone calls, please.

## Acknowledgment and Authorization

- Please read all the information in this section and then sign in the indicated area. This will allow River Valley Co-op to accept and retain this application so that it can consider you for employment.
- I hereby certify that the information given in this Application for Employment has been given by me, and that each entry made by me is true and complete to the best of my knowledge and understanding. I understand that the making of false, misleading or incorrect statements or significant omissions may disqualify me from further consideration for employment and, if employed by River Valley Co-op, may be considered justification for dismissal at a later date regardless as to when discovered.
- If employed by River Valley Co-op, I agree to abide by its rules, policies and regulations, as they exist or as they may be modified or amended from time to time.
- I understand that neither this application form, nor any other communication by River Valley Co-op's representatives, written or oral, is intended in any way to create an employment contract binding on either party and that no one other than Rochelle Prunty, General Manager has any authority to make a contract regarding any benefit, condition or term of employment with me or to make any expressed or implied commitment, concerning benefits, conditions or terms of employment that are at variance with published River Valley Co-op policy or that is to serve as an individual arrangement in the absence of published company policy. I understand that representations made by Rochelle Prunty, General Manager are only binding if made in writing.
- I acknowledge that if employed, I am employed at will and my employment and compensation may be terminated, with or without cause, and with or without notice, at any time at the option of either River Valley Co-op or myself unless there is a collective bargaining agreement or an individual agreement with other provisions to which my employment is subject.
- I authorize River Valley Co-op to make inquiry of any of my present (unless otherwise noted) or former employers or references, as to my employment, compensation, experience, job suitability, education, or reasons for leaving; and any inquiry to any other agency, institution, or person about any information provided by me in this, my Application for Employment, or during any interview that I may be given. I authorize persons listed as references or previous employers (unless otherwise noted) to provide information concerning me to River Valley Co-op. I release any such source and River Valley Co-op from any liability regarding information of a truthful nature that may be provided to River Valley Co-op. Information in violation of state or federal fair employment practice laws will not be sought or used by River Valley Co-op.
- If I am extended a conditional offer of employment, I understand that River Valley Co-op may conduct a Criminal Offender Record Inquiry ("CORI").
- I understand that if I am employed, I will be required to show proof of citizenship or other evidence to show that I have an unrestricted legal right to work in the United States.

I hereby acknowledge that I have read and understand and agree to the preceding statement.

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

Printed Name: \_\_\_\_\_

*Please feel free to attach resume or any additional information*

**river valley co-op**

330 North King Street • Northampton, MA 01060

Phone: (413) 341-5686 • Email: [humanresources@rivervalley.coop](mailto:humanresources@rivervalley.coop)

[www.rivervalley.coop](http://www.rivervalley.coop)