



413 Northwestern Ave. Suite 105,  
Ames, IA 50010  
515-232-4094  
www.wheatsfield.coop

**APPLICATION FOR EMPLOYMENT**

Dear Applicant:

Wheatsfield Co-op is a consumer-owned retail grocery store. Our objectives are simple and straightforward: We are here to give the best service to our customers, sell the highest quality food, and maintain the highest levels of cleanliness. Everything we do is an effort to improve our service and quality. Every employee of the Co-op is expected to uphold these standards.

Working at the Co-op involves commitment and energy, both essential elements of providing good service. The Co-op is not a worker collective; it supports a management structure similar to many traditionally run businesses. Our retail environment is often fast paced, and personally and professionally demanding. Employees begin with a three month probationary period during which their abilities to contribute to the goals of the Co-op are evaluated by their managers. Training continues throughout the length of employment: Employees are expected to learn new tasks, increase their product knowledge, and improve their customer service. If you are a person who is willing to support our structure and to make such a commitment, then please continue.

**Wheatsfield Co-op is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, or non-job related handicap or medical condition.**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Are you applying for a specific job? \_\_\_\_\_ Which? \_\_\_\_\_

Would you be interested in other jobs at Wheatsfield? \_\_\_\_\_ Pay Requirements? \_\_\_\_\_

Where did you hear about job openings at Wheatsfield? \_\_\_\_\_

How long have you lived in the Ames area? \_\_\_\_\_

How long do you plan to be employed at the Co-op? \_\_\_\_\_

What are your goals for the future, career or personal? How would working at Wheatsfield fit into your plans? \_\_\_\_\_

\_\_\_\_\_

Please describe how often and for what reasons you missed work at your past jobs. \_\_\_\_\_

\_\_\_\_\_

Wheatsfield Co-op is a customer service-orientated business. What does good customer service mean to you? \_\_\_\_\_

\_\_\_\_\_

What does the term “cooperative business” mean to you? \_\_\_\_\_

\_\_\_\_\_

### Availability

Date available for work! \_\_\_\_\_

Do you expect to be absent any time in the next six months? \_\_\_\_\_

Do you have any commitments to another employer or school that might affect your employment at Wheatsfield? If so, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate the hours that you are NOT available to work by marking an “X” in the box. Please make any additional notes about your schedule in the space below the chart.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5-8am							
8-10am							
10-12pm							
12-2pm							
2-4pm							
4-6pm							
6-9pm							

**Prior Work History**

List in order, beginning with most recent or present employer. If you do not want us to have contact with a previous or present employer, please say so.

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Pay rates \_\_\_\_\_

Responsibilities \_\_\_\_\_

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

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Pay rates \_\_\_\_\_

Responsibilities \_\_\_\_\_

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

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Pay rates \_\_\_\_\_

Responsibilities \_\_\_\_\_

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

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Pay rates \_\_\_\_\_

Responsibilities \_\_\_\_\_

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

**REFERENCES**

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

Name	Address/Phone Number	Business	Years Acquainted

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	

If hired, could you show evidence of your right to work in the US? \_\_\_\_\_

In case of emergency, notify:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation? \_\_\_\_\_

I authorize my present and former employers (unless otherwise indicated on this application) to release to Wheatsfield any information concerning me except that which would indicate age, race, sex, religion, or national origin. Further, I release all these parties from liability for any damage, except that resulting in misrepresentation, which may result from furnishing this information. I understand that misrepresentation or omission of requested information will be grounds for termination. I agree to abide by all rules and regulations of Wheatsfield. This application is complete and accurate to the best of my knowledge.

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

Please feel free to attach a resume or any additional information.

**Background Check**

Have you ever been convicted of a crime other than a minor traffic violation? (I understand that this information is not an absolute bar to employment but that such information may be considered for special job requirements.)

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain \_\_\_\_\_

**Please read the following carefully before signing this addendum to the application form.**

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 hereby certify that I, the undersigned applicant, have personally completed this application, or have noted the name of the individual assisting me in the completion of this application. I understand that any omission or misstatement of material fact on this part of the application of 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 Wheatsfield Co-op to thoroughly investigate my references, work record, education, criminal background and any other matters related to my suitability for employment.

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

Results: \_\_\_\_\_

Verified by: \_\_\_\_\_

Representative: \_\_\_\_\_

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