



290 Congress St., Portland, ME 04101 • 207-805-1599 • www.portlandfood.coop

**APPLICATION FOR EMPLOYMENT**

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

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

For which position(s) are you applying? \_\_\_\_\_

Check days you are available to work: MON TUES WED THURS FRI SAT SUN

Are you willing to work at least two evenings per week until 9:30pm? YES NO

Date you can begin work: \_\_\_\_\_

How many hours per week would you prefer to work? \_\_\_\_\_

Are you willing to work eight hours on either Saturday or Sunday? YES NO

Can you work both Saturday and Sunday? YES NO

If hired, can we expect you to work here consistently for at least one year? YES NO

If no, how long? \_\_\_\_\_

Are you 18 years old or older? YES NO

Are you legally authorized to work in the U.S.? YES NO

**PREVIOUS EMPLOYMENT**

Please list your most recent employment first. Employment history continues onto the next page.

Name & Location _____
Dates Employed _____
Position _____
Reason for Leaving _____
Duties/Skills _____
_____
Supervisor's Name _____ Phone Number _____

Name & Location \_\_\_\_\_  
Dates Employed \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Duties/Skills \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name & Location \_\_\_\_\_  
Dates Employed \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Duties/Skills \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

May we contact your current and/or past supervisor(s)? YES NO

Please explain any gaps in your employment history over three months long:

\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in this position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Please provide names, addresses, and phone numbers of three references, not related to you, whom you have known for at least one year, can speak to your skills, your work experience, or anything that you think would be relevant to your successful employment with the Co-op.

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

**HIGHSCHOOL**  
 High School Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Did you graduate? YES NO GED

**COLLEGE OR OTHER ONGOING EDUCATION**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Field of Study \_\_\_\_\_  
 Did you graduate? YES NO

**COLLEGE OR OTHER ONGOING EDUCATION**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Field of Study \_\_\_\_\_  
 Did you graduate? YES NO

**HIRING POLICY & APPLICATION PROCESS**

Portland Food Co-op is an equal opportunity employer. Our customers come from all walks of life, and we want our team to reflect that. We are committed to creating a supportive and inclusive environment for all staff, not just because it is the right thing to do, but because it makes our Co-op stronger. All qualified applicants will receive consideration for employment without regard to age, race, color, ancestry, national origin, religion, sex, gender identity, gender expression, sexual orientation, disability, protected veteran status, or any other protected characteristic. We will provide accommodations during the application process upon request.

This application can be accompanied by a resume and cover letter to include any more information you wish to provide. *Completed applications can either be dropped off in the store or emailed to info@portlandfood.coop.*

**AGREEMENT**

I certify that the information of on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

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