



# Davis Food Co-op EMPLOYMENT APPLICATION

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

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 # XXX-XX-\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

| School | Location | Graduated<br>(Y or N?) | Major Subjects |
|--------|----------|------------------------|----------------|
|        |          |                        |                |
|        |          |                        |                |
|        |          |                        |                |

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

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Comment on any other relevant experience: \_\_\_\_\_

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

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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.

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

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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? \_\_\_\_\_

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*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 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 prior notice of such disclosure. In addition, I hereby release the Co-op, 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 |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |

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<br>5am to 10:30pm | Full availability<br>5am to 10:30pm | Full availability<br>5am to 10:30pm | Full availability<br>5am to 10:30pm | Full availability<br>5am to 10:30pm | Full availability<br>5am to 10:30pm | Full availability<br>5am to 10:30pm |
| Morning only<br>5am to 4pm          | Morning only<br>5am to 4pm          | Morning only<br>5am to 4pm          | Morning only<br>5am to 4pm          | Morning only<br>5am to 4pm          | Morning only<br>5am to 4pm          | Morning only<br>5am to 4pm          |
| Days only<br>8am to 7pm             | Days only<br>8am to 7pm             | Days only<br>8am to 7pm             | Days only<br>8am to 7pm             | Days only<br>8am to 7pm             | Days only<br>8am to 7pm             | Days only<br>8am to 7pm             |
| Evenings only<br>3pm to 10:30pm     | Evenings only<br>3pm to 10:30pm     | Evenings only<br>3pm to 10:30pm     | Evenings only<br>3pm to 10:30pm     | Evenings only<br>3pm to 10:30pm     | Evenings only<br>3pm to 10:30pm     | Evenings only<br>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

# EEO-1 Self-Identification Form

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The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

(If also a federal contractor/subcontractor – add this clause): As employers/government contractors, we also comply with government regulations including but not limited to affirmative action responsibilities as required under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, section 4212 of the Vietnam Era Veterans Readjustment Act of 1974 and Veterans Employment Opportunities Act (VEOA) of 1998.

This data is for periodic government reporting and will be kept in a *Confidential File* separate from the Application for Employment.

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(PLEASE PRINT)

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

Position(s) Applied For \_\_\_\_\_

Referral Sources:     Advertisement     Friend     Relative     Walk-In  
                           Employment Agency     Company Website     Other

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Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
          LAST                      FIRST                      MIDDLE

Address \_\_\_\_\_  
          NUMBER                      STREET                      CITY                      STATE                      ZIP CODE

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## EEO-1 Survey

If you wish to be identified, please sign below and complete the survey:

Signed: \_\_\_\_\_

Check one:             Male             Female

**{Please Finish Survey on Back of Page}**

## EEO-1 Survey (Continued)

### *Ethnicity:*

Are you Hispanic or Latino?

- No, I am **not Hispanic or Latino**.
- Yes, I am **Hispanic or Latino**: A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

**Race – IMPORTANT - Only complete this section if you checked “No, I am not Hispanic or Latino” in the Ethnicity section above:**

What is your race? Select **ONE** of the following categorie(s):

- White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African American** – A person having origins in any of the Black racial groups of Africa.
- American Indian/Alaskan Native** A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian**– A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or More Races** – All persons who identify with more than one of the above five *rac*es.

(If federal contractor/subcontractor with affirmative action obligations – add the following section) Check if the following is applicable:

- Veteran** - As defined under one or more of the following:
- served on active duty for a period of more than 180 days, and any part of which occurred between August 5, 1964 and May 7, 1975 and were discharged or released other than dishonorably; or,
  - was discharged or released from active duty for a service connected disability if any part of the active duty was performed between August 5, 1964 and May 7, 1975; or
  - who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized (such as The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Haiti, Somalia & Bosnia); or
  - one who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of discharge or release from active duty (recently separated veteran).

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FOR PERSONNEL DEPARTMENT USE ONLY

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Position(s) Applied For Is Open:     Yes         No

Position(s) Considered For: \_\_\_\_\_ Date \_\_\_\_\_

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