



Employment **Application**

Thank you for your interest in employment opportunities at the Good Food Store. Please read the following information carefully to assist you in completing your application.

- Read the job description for the posted position for which you are applying.
- Make certain that you can work the hours that are required.
- Fill out the application completely and legibly. Incomplete applications or applications that have been altered from the format available on the store's website may not be considered. Please use the application as it is shown on the website. (Former Good Food Store employees need to complete an application if interested in being rehired.)
- Specify the position for which you are applying. ***Entries of "Any" or "Open" in the "Position applying for" section will not be considered. (If submitting an application when there are no openings, list desired position.)***
- You may submit additional information attached to your application if you have extensive work experience. (Resumes alone can not be used as a substitute for completing the Employment History section of the application.)
- Please sign & return your application via mail, fax, e-mail or drop it off at the GFS Customer Service Desk.
- Applicants are sent a postcard confirming their application was received.
- If you are not selected for an interview your application will become inactive and be kept on file.
- To re-apply for future posted positions an applicant can re-activate their application at the customer service desk. If it has been more than **thirty (30) days** since the application was submitted, a new application must be completed.

Unfortunately, due to the volume of applications received you will not be contacted to notify you of the status of your application. It is not necessary to call to check on the status of your application once you have received a postcard.

If you have general questions about employment, please contact the Human Resource Department at 541-3663 for assistance. Once again, thank you for your time and interest in applying at the Good Food Store.

Please remove this cover sheet prior to submitting application.



Placement Information

Today's Date: _____ Position applying for: _____

Do you desire: Full Time Part Time Date you can start: _____

General Information

How did you hear about this job opening?

Employee Walk In Advertisement Job Service University of Montana website GFS website Other: _____

Name (Last, First, Middle initial)

Address (Street)

City, State

Zip Code

Home Telephone Number

Message Telephone Number

Have you applied here before? Yes No Date originally applied/ last name used: _____

Have you been employed here before? Yes No

If yes, give dates of employment and position(s) held _____

Names of relatives employed by The Good Food Store _____

In the past seven years have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than minor traffic violations? Yes No

If yes, please explain 1) nature of crime 2) date of conviction and 3) state in which convicted:

(Please note: Conviction does not automatically exclude you from consideration for employment.)

Education History

| Type of School | Name and Location | Major Subject | Years of Schooling | Degrees or Credits | Did you graduate? |
|-----------------|-------------------|---------------|--------------------|--------------------|-------------------|
| High School | | | | | |
| College | | | | | |
| Graduate School | | | | | |
| Other | | | | | |

Please describe any skills or experiences that are pertinent to this application or the requirements in the job description.

Employment History

List your four most recent employers, starting with your present or last employer. List any periods of unemployment under "Name of Business". Please include any periods of military service. If you have had a name change throughout your employment history, please state what and when in order to facilitate reference checks:

May we contact your current employer? Yes No

| | | | |
|---------------------------------------|----------------------------|--------------------------------------|----------------|
| Name of Business | Job Title | Date Started | Date Separated |
| Street Address, City, State, Zip Code | | Office Phone No. (Include area code) | |
| Reason for Leaving | Starting Salary | Ending Salary | |
| Description of Duties | Name & Title of Supervisor | | |
| Name of Business | Job Title | Date Started | Date Separated |
| Street Address, City, State, Zip Code | | Office Phone No. (Include area code) | |
| Reason for Leaving | Starting Salary | Ending Salary | |
| Description of Duties | Name & Title of Supervisor | | |
| Name of Business | Job Title | Date Started | Date Separated |
| Street Address, City, State, Zip Code | | Office Phone No. (Include area code) | |
| Reason for Leaving | Starting Salary | Ending Salary | |
| Description of Duties | Name & Title of Supervisor | | |
| Name of Business | Job Title | Date Started | Date Separated |
| Street Address, City, State, Zip Code | | Office Phone No. (Include area code) | |
| Reason for Leaving | Starting Salary | Ending Salary | |
| Description of Duties | Name & Title of Supervisor | | |
| Name of Business | Job Title | Date Started | Date Separated |
| Street Address, City, State, Zip Code | | Office Phone No. (Include area code) | |
| Reason for Leaving | Starting Salary | Ending Salary | |
| Description of Duties | Name & Title of Supervisor | | |

EQUAL OPPORTUNITY IN EMPLOYMENT

The Good Food Store is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin or disability. Applicants may request any needed accommodation to participate in the application process.

CERTIFICATION

I authorize the investigation of all statements contained in this application and any attachments or supporting documents, and in any interviews. I release from all liability any persons supplying the information. I also release The Good Food Store from all liability, which might result from making the investigation. I understand that part of the application process may include a criminal background check. I certify that the facts and information given are (or will be) true and complete to the best of my knowledge. I understand that omission or misrepresentation of facts called for is cause for dismissal, regardless of when and how discovered. I understand that there will be a probationary period at the beginning of my employment, and I may be discharged with or without cause at any time during my probationary period. I understand that I will be required to submit proof of my right to work in the United States if hired.

Applicant Signature

Date

Supplemental Questionnaire

Please read the following questions and answer each question.

1. Explain why you are interested in applying for employment with the Good Food Store:
2. Tell us about a time you demonstrated excellent customer service, or received excellent customer service:
3. Describe how you can contribute to the Good Food Store's community based business:
4. Tell us about a favorite food-memory.