



Employment Application

Today's Date _____

*Application will be considered active for three (3) months. All applications are kept on file for one (1) year.
Please contact us if you would like your application to be active longer or to update any information.*

First Name _____ M.I. _____ Last Name _____

Address _____ Phone _____

City _____ Alt. Phone _____

State _____ Zip _____ Driver License # _____ State _____

- Have you ever worked for Los Alamos Co-op before? *future use*
- Have you ever filed an application here before? *future use*
- Have you ever volunteered for Los Alamos Co-op before? ___Yes ___No
- Total hours per week you can work: ___35+ ___less than 35 ___Anything available

Do you have a legal right to work in the United States? ___Yes ___No
(If you accept employment at Los Alamos Co-op, the Federal Immigration Act of 1986 requires that you provide documents establishing your identity and work authorization)

Have you been convicted of a felony within the last seven (7) years? ___Yes ___No
(If yes, please list. Felony convictions are not an automatic disqualifying element in the hiring process)

- Are you 18 years of age or older? ___Yes ___No

Please rank the top-3 departments you are interested in:

___Cashier ___Produce ___Wellness ___Grocery ___Meat/Cheese
 ___Bulk ___Deli ___Dairy/Frozen ___Management [Dept.: _____]

Please rank 1, 2, & 3 in order of preference (1 being the most preferred)

Hours you are available to work, store hours are 7am-10pm M-Sat, 8am-8pm Sun:

Mon: _____ to _____ Fri: _____ to _____
 Tue: _____ to _____ Sat: _____ to _____
 Wed: _____ to _____ Sun: _____ to _____
 Thu: _____ to _____

The Co-op makes an effort to accommodate staff schedule needs, but we cannot guarantee a specific work schedule.

- Do you have other time commitments (school, another job, etc.)? ___Yes ___No
- Do you know any current Los Alamos Co-op employee(s)? ___Yes ___No
(If yes, please list) _____
- If you are hired, when could you begin training? _____

Work Experience

*List your last three (3) employers, assignments or volunteer activities, starting with the most recent.
Please explain any gaps in employment in the comments section.*

Employer Name: _____ Phone Number _____

Dates Employed. From: _____ To: _____

Pay Rate: _____ Position: _____

Supervisor/Title: _____ Phone Number: _____

Job Duties & Responsibilities: _____

Reason for Leaving: _____

Employer Name: _____ Phone Number _____

Dates Employed. From: _____ To: _____

Pay Rate: _____ Position: _____

Supervisor/Title: _____ Phone Number: _____

Job Duties & Responsibilities: _____

Reason for Leaving: _____

Employer Name: _____ Phone Number _____

Dates Employed. From: _____ To: _____

Pay Rate: _____ Position: _____

Supervisor/Title: _____ Phone Number: _____

Job Duties & Responsibilities: _____

Reason for Leaving: _____

- May we contact your previous employer(s) for references? ___Yes ___No
If no, please explain: _____
- If you are currently employed, may we contact your present employer? ___Yes ___No

Explain any gaps in employment here:

Education & Training

School Name	Location	Years Completed	Did you graduate?
Other Training/Certification:			
U.S. Military:	Location of Service:	Branch:	Rank:

References

Name	How does this person know you?	Years Known	Phone Number

Do you have any skills or experience that you feel would benefit the Co-op? (For example, the ability to use a POS system or fluency in Spanish.)

Do you have any special accomplishments, publications or awards you would like us to consider?

Feel free to list any additional information you would like us to consider, i.e. hobbies, special interests, unique ability or talent, preferred sport, etc...

What does a "Co-op" mean to you?

Please read the following statements carefully before signing:

I certify that all information in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize any person, school, current employer, past employer, or organization named in this application or in the accompanying résumé to provide Los Alamos Co-op with relevant information and opinions that may be useful in making a hiring decision.

Signature _____ Date _____

An Equal Opportunity Employer

We do not discriminate on the basis of race, sex, gender, sexual orientation, gender identification, religion, age, disability, or marital status. Employment at Los Alamos Co-op depends solely on skills, abilities, and experience.