



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? Yes No
- Have you ever filed an application here before? Yes No
- 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: _____
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- 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

<p>Explain any gaps in employment here:</p>
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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.

I understand that a condition of employment is owning a bank account that will accept direct deposit for payroll purposes.

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.**