



**CM USE ONLY**

Received: \_\_\_\_\_  
Called: \_\_\_\_\_  
Interview: \_\_\_\_\_  
2<sup>nd</sup> Interview: \_\_\_\_\_  
Approved (Dept Mgr): \_\_\_\_\_  
Approved (GM): \_\_\_\_\_  
Start Date: \_\_\_\_\_

Thank you for your interest in working at Chatham Marketplace (CM). We are a cooperatively owned grocery store, operated for the benefit of our community owners. A cooperative is an independent group of people joining freely to meet their common economic, social and cultural needs through a democratically governed business. Cooperatives are guided by seven principles which are; voluntary participation, democratic control, economic participation, independence, education, cooperation among cooperatives and concern for community. In the tradition of their founders, cooperative members believe in the ethical values of honesty, openness, social responsibility, and caring for others.

Chatham Marketplace is owned entirely by local people; therefore, the market's success is linked to the economic well-being of the county and its citizens. Recognizing its dependency on the health of the community, Chatham Marketplace buys and sells local products, and Chatham Marketplace provides meaningful, good-paying jobs to local residents. CM provides the most complete shopping option for people in Chatham County interested in pursuing a healthy lifestyle and conscious of where their dollars are being spent.

The main duty of all CM employees is exemplary customer service to all. Employees are expected to be friendly, knowledgeable, and responsible and be willing to take the initiative to make each shopper's experience extraordinary.

By accepting a position at CM you are agreeing to abide by the personnel policies and expected to work your assigned shifts. As a co-op employee, you will be expected to work a minimum of 20 hours per week. Our hours are Monday through Sunday 7 am to 9 pm. We are open everyday except Christmas Day. The holiday season (November 15<sup>th</sup> - December 31<sup>st</sup>) is our busiest season, please be aware that you may be expected to work more shifts than normal during this time, and should not request vacations during this busy time. Several times a year we hold Owner Appreciation Days or other special events, during which all employees may be expected to work. Several times a year we hold staff meetings, which are mandatory for all employees to attend.

If you feel you are up to the challenge of working in a healthy, fast paced, retail environment that is open year round and allows you to grow and enrich the community, we invite you to complete the following application and look forward to your becoming a part of the Chatham Marketplace team.

**Mail Completed application to:**

**Chatham Marketplace; 480 Hillsboro Street, Suite 320; Pittsboro, NC 27312 - Attn: HR**

***Please feel free to attach a cover letter, resume, or additional information.***

# Application for Employment

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

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Have you ever worked for Chatham Marketplace?  no  yes - when? \_\_\_\_\_

Have you ever volunteered for Chatham Marketplace?  no  yes - when? \_\_\_\_\_

I would like  full time (30+ hours per week)  part time (20 to 29 hours per week)  anything available

## What position are you applying for?

- Cashier  Stocker  Barista  Deli cook/counter  
 Buyer  Health & Beauty  Produce  Anything available  
 Other: \_\_\_\_\_

Do you have a legal right to work in the United States?  yes  no (If you accept employment at CM, the Federal Immigration Act of 1986 requires you provide documents establishing your identity and work authorization)

Have you ever been convicted of a felony?  no  yes - If yes please list. Felony convictions are not an automatic disqualifying element in the hiring process. \_\_\_\_\_  
\_\_\_\_\_

## What days and times would you be available to work? CM employees must be able to work weekends.

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_ Sunday: \_\_\_\_\_

Do you have any other time commitments? (Ex: school, other job, meetings, etc.)  no  yes

Do you expect to be absent any time in the next 6 months?  no  yes (if yes, explain)

If hired, when could you begin training? \_\_\_\_\_

Do you have a relationship with any current CM Employee?  no  yes

In what way? \_\_\_\_\_

How did you hear about Chatham Marketplace? \_\_\_\_\_

Why do you want to work at Chatham Marketplace? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your experience with natural foods? \_\_\_\_\_

What is your experience with Cooperatives? \_\_\_\_\_

Do you have any skills or experience that you feel would benefit the co-op? (...ability to lift 50+ pounds, able to use a POS system, fluent in Spanish, etc.) \_\_\_\_\_

Great customer service is an important part of what makes Chatham Marketplace more than just your average grocery store. **Describe what you think are the ingredients of great customer service in a community-owned business.**

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

How will working at Chatham Marketplace fit into your long-term plans?  
(What do you see yourself doing in a few years?) \_\_\_\_\_

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

Is there anything else you would like us to know while considering your application?

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

Educational Background:

School	Name	Location	Years Completed	Did you graduate?	Subjects Studied
High School					
College					
Graduate School					
Other					

**Professional References:** (These should be three people **not related** to you whom you have known at least one year, particularly those who could speak to your **work experience**.)

Name	How does this person know you?	Phone Number

**Work Experience:** *(Please list most recent employment first.)*

Position: _____	Supervisor: _____
Employer: _____	Phone Number: _____
Dates Employed from: _____ to _____	
Reason for Leaving: _____	
_____ May we contact? <input type="checkbox"/> no <input type="checkbox"/> yes	
Duties & Responsibilities: _____	
_____	
_____	

Position: _____	Supervisor: _____
Employer: _____	Phone Number: _____
Dates Employed from: _____ to _____	
Reason for Leaving: _____	
_____ May we contact? <input type="checkbox"/> no <input type="checkbox"/> yes	
Duties & Responsibilities: _____	
_____	
_____	

Position: _____	Supervisor: _____
Employer: _____	Phone Number: _____
Dates Employed from: _____ to _____	
Reason for Leaving: _____	
_____ May we contact? <input type="checkbox"/> no <input type="checkbox"/> yes	
Duties & Responsibilities: _____	
_____	
_____	

*Please Read Before Signing*

**Equal Employment Opportunity**

We do not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, sexual orientation or status as a disabled veteran.

**Accuracy of Information**

I certify that all the information submitted by me on this application is true and complete to the best of my knowledge, and I understand that if I am employed, false statements on this application can be grounds for termination of my employment. I understand that this application, if I am employed by Chatham Marketplace, will become part of my personnel file.

**Authorization for Release of Information**

In connection with this application, I authorize my former employers, schools, law enforcement agencies, and branches of the military to release information they may have about me. I release all parties supplying such information and CM from any liability arising out of the release of any information.

**Co-op Rules and Regulations**

In consideration of my employment, I agree to abide by the Co-op's policies currently in existence and those that are implemented during any future employment.

**Probationary Period**

If hired by Chatham Marketplace, I will be on a three month probationary period. At the end of the probationary period, my performance will be evaluated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date