



# Employment Application

Common Ground Food Co-op (CGFC) is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, sex, gender identity, gender expression, sexual orientation, marital status, disability status, and veteran status, except where any of these characteristics is a bona fide occupational qualification. Applicants needing help completing this application may contact our HR Department by stopping in our store or calling 217-352-3347. Thank you for your interest in CGFC. **Employees must be at least 18 years of age to work at CGFC. Please submit this application, a cover letter, and any additional supporting documents in person or by mail to the address provided on the last page.**

<b>JOB INFORMATION &amp; AVAILABILITY</b> <i>Share with us how you heard about Common Ground, what position you are applying for, &amp; your work availability.</i>						
Position Applying for:						
How did you hear about us? <input type="checkbox"/> Walk-In <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Online <input type="checkbox"/> Other:						
Date Available:			Expected Wage:		\$ / Hour	
Desired Schedule: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			Preferred # of Hours:		Hours / Week	
Hours & Days Available: <i>Below, share your availability for each day. For example 5am - 10pm or 1pm to 6pm. Our store hours are 7am to 10pm daily.</i>						
to	to	to	to	to	to	to
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

<b>EMPLOYMENT HISTORY</b> <i>Please use additional pages to describe other historical or relevant employment. Start with most recent.</i>			
Employer 1		Supervisor	Phone ( )
		to	
Job Title	Start Date	End Date	Reason For Leaving <input type="checkbox"/> YES <input type="checkbox"/> NO
Duties			May we contact this employer? ( )
Employer 2		Supervisor	Phone
		to	
Job Title	Start Date	End Date	Reason For Leaving <input type="checkbox"/> YES <input type="checkbox"/> NO
Duties			May we contact this employer? ( )
Employer 3		Supervisor	Phone
		to	
Job Title	Start Date	End Date	Reason For Leaving <input type="checkbox"/> YES <input type="checkbox"/> NO
Duties			May we contact this employer?

<b>PERSONAL STATEMENT</b> <i>Briefly explain why you would like to work at Common Ground Food Co-op.</i>

<b>SKILLS</b> <i>Please describe any skills you may have relevant to the position you are applying for. For example, keyboarding, Microsoft Office, cash handling, commercial kitchen equipment, food preparation, cooking/baking, First Aid/CPR, etc.</i>

<b>NATURAL FOODS AND/OR COOPERATIVE EXPERIENCE</b> <i>Please tell us about your experience with or understanding of natural foods and cooperatives.</i>

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<b>VOLUNTEER HISTORY (Optional)</b> <i>You need not disclose volunteer roles in organizations that may reveal information regarding race, color, creed, sex, sexual orientation, gender identity, gender expression, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.</i>				
Organization 1	Title/Primary Responsibilities	Supervisor	Phone ( )	Years of Service
Organization 2	Title/Primary Responsibilities	Supervisor	Phone ( )	Years of Service

<b>EDUCATION</b> <i>Please indicate the highest level of education you have successfully completed.</i>	
Level:	<input type="checkbox"/> H.S./GED <input type="checkbox"/> Trade School <input type="checkbox"/> Some College <input type="checkbox"/> College Graduate <input type="checkbox"/> Post Graduate Degree
Degrees:	
Awards:	

<b>REFERENCES</b> <i>Please list two references that are not relatives and who can speak to your skills and abilities to perform the tasks of the position for which you are applying.</i>			
Reference 1 (Full Name )	Company	Relationship	Phone ( )
Reference 2 ( Full Name )	Company	Relationship	Phone ( )

<b>ACKNOWLEDGEMENT</b> <i>Please read and sign before submitting your completed application.</i>	
Are you a citizen of the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked for CGFC?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?
Do you have a relative, spouse, or partner that works at CGFC or that serves on the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who?	
<i>I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Common Ground Food Co-op to verify their accuracy and to obtain reference information on my work performance. I hereby release Common Ground Food Co-op from any/all liability of whatever kind and nature, which at any time, could result from obtaining and having an employment decision based on such information.</i>	
<i>I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.</i>	
<i>I understand that any offer of employment is conditional until an authorized background check is completed and an investigation of any past criminal history is conducted based on state and federal guidelines. I also understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.</i>	
Print Full Legal Name (First, MI, and Last)	Signature <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address	Date <i>I certify that I am 18 years of age or older.</i>
City	Apartment/Unit #
( )	State
( )	ZIP Code
Home Phone	Cell Phone
	Email Address

Please submit this application, a cover letter, and any additional supporting documents in person or by mail/email to:

**Common Ground Food Co-op**  
 300 S. Broadway Ave., Ste. 166 | Urbana, IL 61801-3319 | +1 (217) 352-3347 | jobs@commonground.coop