

Employment Application



It is the policy of Deep Roots Market to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Manager.

Please complete this employment application in its entirety, and attach your resume and/or cover letter if available. Turn in your completed application to any staff member or email to humanresources@deerootsmarket.com.

Applicant's Information

Name: _____
Last Name First Name Middle Initial

Street Address: _____

City/State/Zip: _____ Number of years at this address: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Position applied for: _____

Preferred salary: \$ _____ per hour Would you prefer to work: Full-time Part-time Either

Are you willing to work any shift, including nights, weekends, and/or holidays? Yes No

If no, please state any limitations: _____

If offered employment, when would you be available to begin work? _____

How did you hear about Deep Roots Market? _____

Have you applied to Deep Roots Market in the past? Yes No If yes, when? _____

Have you worked for Deep Roots Market in the past? Yes No If yes, when? _____

Do you have any friends or relatives who currently work for Deep Roots Market? Yes No

If yes, please list here: _____

Are you at least 18 years old? Yes No If not, can you provide a work permit if required? Yes No

If hired, are you able to submit proof that you are legally eligible for employment in the United States? Yes No

The following question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? Yes No Need more information about the job's essential functions to respond

Employment History

Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. Attach additional pages if necessary.

Employer: _____ May we contact this employer? Yes No

Address: _____

Contact Name: _____ Phone: _____

Job Title/Duties: _____

Dates Employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Pay Rate: starting \$ _____ final \$ _____

Reason(s) for leaving: _____

Employer: _____ May we contact this employer? Yes No

Address: _____

Contact Name: _____ Phone: _____

Job Title/Duties: _____

Dates Employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Pay Rate: starting \$ _____ final \$ _____

Reason(s) for leaving: _____

Employer: _____ May we contact this employer? Yes No

Address: _____

Contact Name: _____ Phone: _____

Job Title/Duties: _____

Dates Employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Pay Rate: starting \$ _____ final \$ _____

Reason(s) for leaving: _____

References

List any two non-relatives who would be willing to provide a reference for you.

Name: _____

Address: _____

Phone: _____ Relationship: _____

Name: _____

Address: _____

Phone: _____ Relationship: _____

Education & Training

College/University: _____

Did you receive a degree? Yes No If yes, degree(s) received: _____

High School/GED: _____

Did you receive a degree? Yes No

Other training (graduate, technical, vocational):

Awards, honors, and/or special achievements:

Please indicate any current professional licenses or certifications that you hold:

Skills & Experience

Select the skills/experience that you have. List any other skills or qualifications that may be useful for the job you are seeking. Enter the number of years of experience, and select the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

<u>Skill/Experience</u>	<u>Years of Experience</u>	<u>Ability Rating</u>
<input type="checkbox"/> Working in grocery/produce retail	_____	① ② ③ ④ ⑤
<input type="checkbox"/> Customer service/cashiering	_____	① ② ③ ④ ⑤
<input type="checkbox"/> Stocking/receiving	_____	① ② ③ ④ ⑤
<input type="checkbox"/> Cooking/food prep	_____	① ② ③ ④ ⑤
<input type="checkbox"/> Familiarity with natural/health products	_____	① ② ③ ④ ⑤
_____	_____	① ② ③ ④ ⑤
_____	_____	① ② ③ ④ ⑤
_____	_____	① ② ③ ④ ⑤

Additional Information

Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer. Attach additional pages if necessary.

Certification

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Deep Roots Market to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Human Resources Manager, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Deep Roots Market, except in a specific written contract of employment signed on behalf of the organization by its Human Resources Manager, has the power to alter or vary the voluntary nature of the employment relationship.

Deep Roots Market does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law, and takes all harassment complaints seriously and investigates each one promptly and thoroughly. I understand that this employer does not unlawfully discriminate in employment and no question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I have carefully read the above certification and I understand and agree to its terms.

Signature of Applicant: _____

Date of Application: _____

Thank you for your interest in employment with Deep Roots Market and for taking the time to complete this application. We will always accept applications for employment, whether or not we have any open positions available. If we have a position become available, and the information you provided meets the position's criteria, a member of management will contact you directly to set up an initial interview.