



## Employment Application

### We are truly a different place to work and here's why!

Outpost Natural Foods Cooperative is an outstanding place to work. For more than 35 years we have maintained both high standards and a concern for our larger community. Outpost is unique from other businesses in that the very people that shop the aisles own the store. Being a trusted business leader and provider of quality natural foods in the greater Milwaukee Community, you must understand that **customer satisfaction** is the number one priority at Outpost. Period.

Outpost serves its owners, customers and employees with high ethical standards, sound management and a safe and supportive work environment. In addition, Outpost provides excellent learning and growth opportunities. Employees are expected to demonstrate friendly cooperation, above average customer service and a positive willingness to get the job done. Employees who accept a job with Outpost accept the assigned schedule and are expected to come to work as assigned.

#### Who should apply?

We know that not everyone can get behind our high standards, so please understand that if you cannot both agree with and support them, you probably will not enjoy working at Outpost Natural Foods. It is our intent to employ only those applicants whose customer service philosophy and work ethic most closely match those of our cooperative. If you agree with our standards and are confident that you can meet them every day with a smile and 'can do' attitude, please continue with the application process and complete the attached application form!





## **Equal Employment Opportunity**

It is the policy of Outpost Natural Foods Cooperative to provide equal employment opportunity to all qualified individuals regardless of their race, color, religion, sex, age, national origin, disabilities, veteran status, marital status, sexual orientation, military status, arrest record, conviction record, use or nonuse of lawful products or any other characteristic protected by federal, state or local law.

### **To apply**

- Fill out the application completely and legibly. **Incomplete applications will not be considered or processed.**
- Applications will be accepted ONLY when there is an open and/or listed position. All applicants must specify the job(s) for which they are applying. Applicants may not indicate "any job" on the application form.
- You may add additional sheets if you have extensive work experience. Resumes alone are not sufficient nor a replacement for completing the work history on the application.
- Please sign and return your completed application to the Customer Service Desk at any Outpost location.
- Outpost will review all complete applications and contact the most qualified applicants for open positions.
- If you have not been contacted within 60 days please submit a new application for current openings.
- Current openings are posted at the customer service desk at each Outpost location, on our website ([www.outpostnaturalfoods.coop](http://www.outpostnaturalfoods.coop)) or on our job information line at 414-431-3377 ext. 1. If you see a new opening posted for which you would like to apply, please submit a new application.
- **Due to the high volume of applications we ask that you please do not call to check the status of your application.**

**Important!** If you have general questions about employment at Outpost Natural Foods, please contact us at [jobs@outpostnaturalfoods.coop](mailto:jobs@outpostnaturalfoods.coop) or call Human Relations at 414-431-3377.

**This cover sheet is yours to keep.**



Today's Date: \_\_\_\_\_

Please indicate by numbering 1 through 3 your store preference:

Milwaukee \_\_\_\_\_ Wauwatosa \_\_\_\_\_ Bay View \_\_\_\_\_

*This application form is intended for use in evaluating your qualifications for employment. Please answer all questions completely and accurately. If your qualifications and availability match our needs, the HR department may call you for an interview. Outpost Natural Foods is an Equal Opportunity Employer.*

Name				
Mailing Address		City	State	Zip
Home Phone #		Alternate Phone #		Wage range desired:
Email address:				Date you can start:
Position desired:				
Would you be interested in other jobs at Outpost? Y N Which ones?				
Type of employment desired (check all that apply):  <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary  Maximum number of hours you can work per week:  Minimum number of hours you are interested in per week:			How did you hear about this job opening?  Employee   Walk In   School   Outpost Website  Milwaukeejobs.com   Jobing.com   Careerbuilder.com  Job Service/Government Agency   Job info line Other _____	
Have you previously been employed by Outpost Natural Foods? Y N      If Yes, please indicate when and where.				
Have you previously been interviewed by Outpost Natural Foods? Y N      If Yes, please indicate when and where.				
Have you ever applied with Outpost Natural Foods? Y N      If Yes, please indicate when and where.				

Please list all the days and times you **can work** (staff may arrive as early as 5am and stay as late as 10pm). Please note **weekends** are the busiest time for us and we do **require** all staff be available at least one weekend day. Outpost will make a reasonable effort to accommodate those employees who need off for religious reasons.

MONDAY \_\_\_\_\_

FRIDAY \_\_\_\_\_

TUESDAY \_\_\_\_\_

SATURDAY \_\_\_\_\_

WEDNESDAY \_\_\_\_\_

SUNDAY \_\_\_\_\_

THURSDAY \_\_\_\_\_

Are there any hours of the day that you **cannot** work?

High school / GED	Did you graduate? Y N	Subjects Studied:
College	Did you graduate? Y N	Subjects Studied:
Trade, business or correspondence school	Did you graduate? Y N	Subjects Studied:
Other special training	Did you graduate? Y N	Subjects Studied:
<p>It is our policy that you must be at least 16 to work at Outpost Natural Foods.          Are you at least 16 years old? Y N</p> <p>Some job duties require that employees be at least 18 years old. Are you at least 18 years old? Y N</p>		

**Work History – list in order of last three positions held. This section must be completed in full.**

Dates (Month and Year) From : To: May we contact: Y N Wage:	Business: Previous Manager or supervisor: Address: Phone:	Job title: Responsibilities: Explain reason for leaving:
Dates (Month and Year) From : To: May we contact: Y N Wage:	Business: Previous Manager or supervisor: Address: Phone:	Job title: Responsibilities: Explain reason for leaving:
Dates (Month and Year) From : To: May we contact: Y N Wage:	Business: Previous Manager or supervisor: Address: Phone:	Job title: Responsibilities: Explain reason for leaving:

1. Have you ever been convicted of a crime (including felony or misdemeanor), pleaded no contest to, or been fined in connection with any offense or violation other than minor traffic violation? Y N (circle one)

2. Do you have any pending charges? Y N (circle one)

If you replied yes to either question, please explain: 1) nature of crime 2) date of conviction and 3) state in which convicted.

(Convictions or pending charges will not automatically disqualify an applicant from consideration for employment)

**I understand that Outpost checks at least one reference pre-employment and a background check upon hire.**

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release to the co-op any and all information concerning my employment, character, experience and qualifications and/or suitability for employment except that which would indicate age, race, sex, religion, natural origin, ethnicity, sexual orientation, veteran status or membership in any other protected class. Further, I release all these parties from liability for any damage, except that resulting from misrepresentation which might result from furnishing this information. I certify everything on this application is true, correct and complete without misrepresentations or omissions of any kind whatsoever. I understand that any misleading or incorrect statements may render this application void, and if employed, may be cause for immediate termination. I further understand that employment is on an "at-will" basis and employment is not guaranteed for any term, and may be terminated by the company or myself for any reason, at any time, with or without notice, so long as there is no violation of applicable law or applicable collective bargaining agreement. I understand that this application is not and is not intended to be a contract of employment. If hired, I can provide evidence on my right to work in the United States.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Are you serious about working here? Please answer each question:**

### **Why Outpost Natural Foods Cooperative?**

*Mission: Outpost Natural Foods exists so our owners have a healthy, diverse and sustainable community.*

**Tell us why you would like to work at Outpost.**

### **What does teamwork mean to you?**

*Outpost Natural Foods believes that the cooperative business structure is the most effective way of meeting consumers' needs.*

**Tell us of an experience where teamwork was necessary to get a job done and what part you played.**

### **What is your definition of exceptional customer service?**

*Outpost Natural Foods believes that exceptional customer service will contribute to an outstanding shopping experience.*

**Give us an example of a customer interaction that you are most proud of. Never worked with customers before?**

**Tell us what an employee has done for you that made you want to return to their business.**

### **What is a great food story?**

*Outpost Natural Foods loves food and we hope you do too.* **Tell us a favorite food experience or memory.**

### **What do you think great training is?**

*Outpost Natural Foods is committed to providing educational services and resources to enhance consumers' awareness.* **Tell us a great training experience.**

### **What can you contribute to Outpost?**

*Outpost Natural Foods appreciates the contributions staff make to the success of the cooperative.* **Tell us three important skills or qualities that you would contribute to Outpost Natural Foods.**

# Invitation to Identify for Affirmative Action Purposes

*Outpost Natural Foods believes in a fair, diverse, and supportive workplace that provides open employment and opportunities.*

Completion of this form is voluntary and in no way affects the decision regarding your employment opportunity nor will it subject you to discharge or discipline or any other negative employment action. The information provided will be held in the strictest confidence and will be maintained in a separate file.

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

Position Applied for: \_\_\_\_\_

**Please check one:**  Male  Female

**Indicate the appropriate race/ethnic group:**

- White                       Asian                       American Indian or Alaskan Native                       Two or more races  
 Black or African American                       Hispanic or Latino                       Native Hawaiian or Pacific Islander

**How were you referred to this job?**

- Employee Referral                       Jobing.com  
 Walk in                       Careerbuilder.com  
 School                       Job service/government agency \_\_\_\_\_  
 Outpost Website                       Job info line  
 Milwaukeejobs.com                       Other (please specify) \_\_\_\_\_

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