



## Employment Application

Thank you for your interest in employment at the Kootenay Co-op!

If you have a positive attitude, love to help people, enjoy working as part of a team, have a flexible work schedule (we are open 7 days/week), and want to work in the heart of the Nelson community, then the Kootenay Co-op may be the place for you!

Please note that we often hire new staff on an on-call basis. To start, your schedule may not be consistent and you will be asked to fill in on short notice. Almost all of our staff work some evening and weekend shifts.

### **How to Apply**

Bring your application and resume/cover letter to the Customer Service desk Monday through Friday from 4:00pm - 5:00pm and introduce yourself to our hiring team.

If 4:00 pm - 5:00pm on weekdays doesn't work for you, drop off your application at Customer Service at any other time (though a member of the hiring team will not be available to meet you).

Your application will be kept on file for 90 days and you are free to submit updates at any time. If it has been more than 90 days since you last applied, please submit a new application package. If suitable positions become available we may contact you with a few questions or to request an interview.

We sincerely thank you for the time and effort that goes into each application! Due to the number of applications we receive, we are unable to follow up with each applicant. You will be contacted by phone or email if you are selected for an interview.





# Application Form

Name:		Date:	
Mailing Address:		City:	
Province:		Postal Code:	
Primary Phone #:		Alternate Phone #:	
Email Address:			
Position or Department desired:		Type of employment desired (check all that apply):	
Would you be interested in other jobs at the Co-op?		<input type="checkbox"/> Part time 16-31 hrs	
Which ones?		<input type="checkbox"/> Full time 32-40 hrs	
Date you can start:		<input type="checkbox"/> After school/weekends	
Please list all the days and times you can work. The Co-op is open 7 days/week 7:30am - 9:00pm and shifts start as early as 6:00am and end as late as 11:00pm. Most positions require weekend and evening availability.		<input type="checkbox"/> Seasonal	
Monday:		<input type="checkbox"/> Permanent	
Tuesday:		Maximum number of hours you can work per week:	
Wednesday:		Minimum number of hours you are interested in per week:	
Thursday:		Are you willing and able to work on-call?	
Friday:			
Saturday:			
Sunday:			
Please list the days and times you are not available to work:			

# Work Experience

Please list your three most recent or relevant positions in consecutive order OR See Resume

1. Company Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

May we contact them? Yes / No

Duties:

Reason for leaving:

What did you like most about the job?

What did you like least about the job?

2. Company Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

May we contact them? Yes / No

Duties:

Reason for leaving:

What did you like most about the job?

What did you like least about the job?

3. Company Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

May we contact them? Yes / No

Duties:

Reason for leaving:

What did you like most about the job?

What did you like least about the job?

## Education and Training

Course/Program/School	Location	Graduate?	Degree/License/Certificate

Please answer each question and use another page if you need more room.

1. Why would you like to work at the Co-op?
2. What skills or experience do you have that you feel would qualify you to work at the Co-op?
3. What are your goals for the future, career or personal?
4. At the Co-op we strive to consistently provide fantastic friendly customer service. Tell us about a time when you received or provided excellent customer service.

5. The Co-op supports staff to work together co-operatively and effectively. Tell us about a time when you contributed to a team effort.

6. Tell us about a time when you took initiative to make a positive change in the workplace.

7. Have you worked at the Kootenay Co-op before? If yes, please indicate your position(s) held and dates of employment.

8. Are you bondable? (bondable means that you do not have a criminal record)

**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.

As I have indicated in my application, I authorize the people, school(s), current employer, past employers, and organisations named to provide the Kootenay Co-op with relevant information and opinions that may be useful in making a hiring decision.

Signature:

Date:

**Please attach cover letter, resume, and references as well as any additional information.  
Thank you!**

**Equal Employment Opportunity**

It is the policy of the Kootenay Country Store Cooperative to provide equal employment opportunity to all qualified individuals regardless of their race, color, religion, gender, age, national origin, disabilities, veteran status, marital status, sexual orientation, military status or any other characteristic protected by provincial or federal law.