



## Want to work at Common Crow?



INFO FOR YOU – keep this sheet



### How to apply for a job:

1. **Fill out the attached application completely. We do not consider incomplete applications. Attach any relevant resume or other documents and return to the address below.**
2. **Keep this page for your records. It has all the info you need to keep in touch.**
3. **References will be verified. Please include no more than ONE personal reference and be sure to notify the person/employer you use that you have included them.**
4. **We will contact you regarding the status of your application. If there is no position open, applications are active for one year and considered for openings throughout the period.**
5. **If you are chosen as a candidate for a position you will be called for a brief telephone interview, followed by a personal interview.**

### Whom to Contact:

**Suze Runnells, Personnel Manager**

**Email: [jobs.crowmail@gmail.com](mailto:jobs.crowmail@gmail.com)**

### What you need to know:

Common Crow Natural Health is a unique workplace. Since 2000, we've been locally owned independent natural foods store committed to serving our community. All employees understand that heartfelt and genuine customer service is the most important part of our business, and that each one of us carries daily responsibility to assure that every customer knows it. At Common Crow, we live and work by principles of kindness, cooperation, integrity and ethical conduct. We serve our customers, our neighbors, our vendors and each other with these values, because we believe that good business is based on good human relationships.

**We expect every employee to demonstrate friendly cooperation, positive willingness to get the job done, to pursue excellence, and help every customer leave with a positive impression of our store.**

Employees who accept a position at Common Crow will accept the assigned schedule and are expected to come to work on time.

We are actively seeking applicants who are excited about our values and want to help accomplish them. We intend to hire those applicants whose work ethic matches ours.

If you are applying for a management, merchandising or supervisory position, attach a resume and samples of your work.



Common Crow Natural Health, Inc. 200 Eastern Ave., Gloucester 01930

DATE \_\_\_/\_\_\_/\_\_\_ NAME \_\_\_\_\_  
 (MO/DAY/YEAR) (FIRST) (MIDDLE) (LAST)  
 Address (where we may rely on reaching you)  
 \_\_\_\_\_  
 (STREET) (CITY) (STATE) (ZIP)  
 E-MAIL we may use to reach you  
 \_\_\_\_\_  
 Home phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

What date can you start work? \_\_\_\_\_ What wage do you require for adequate employment? \_\_\_\_\_

Are you 18 years or older?.....YES \_\_\_ NO \_\_\_  
 If NO, can you provide a work certificate? .....YES \_\_\_ NO \_\_\_  
 Federal law restricts work hours for anyone UNDER 16 years old. Do these rules apply to you?.....YES \_\_\_ NO \_\_\_  
 Do you have the legal right to work in the United States?.....YES \_\_\_ NO \_\_\_  
 If you accept employment with Common Crow Natural Health, Inc. federal law requires that you provide documents establishing your identity and work authorization

Some positions require you to drive our vehicle. Do you have a valid drivers' license? YES \_\_\_ NO \_\_\_  
 Many of our jobs require **moderate to heavy lifting between 20-50 pounds.**  
 Can you perform such work with reasonable accommodation?..... YES \_\_\_ NO \_\_\_  
 Describe any accommodation you may need \_\_\_\_\_

**CHECK ROLES OF INTEREST:**

<b>GROCERY</b>	<b>FOOD SERVICE</b>	<b>EXPERIENCED IN:</b>
<input type="checkbox"/> Grocery	<input type="checkbox"/> Prep Cook	<input type="checkbox"/> Receiving
<input type="checkbox"/> Data Receiver	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Supervising/ Management
<input type="checkbox"/> Produce/Dairy/Meat	<input type="checkbox"/> Chef	<input type="checkbox"/> Administrative Support
<b>CUSTOMER SERVICE</b>	<input type="checkbox"/> Cafe Counter Service	<input type="checkbox"/> steaming milk/pulling shots
<input type="checkbox"/> Cashier	<input type="checkbox"/> Baking	<input type="checkbox"/> Merchandising
<input type="checkbox"/> Health and Beauty		<input type="checkbox"/> Training Staff

**Direct customer service** is also a requirement in most tasks, such as answering questions.  
 Can you perform such work with reasonable accommodation? .....YES \_\_\_ NO \_\_\_  
 If you need reasonable accommodation, please specify:  
 \_\_\_\_\_

## SCHEDULE NEEDS

Preferred number of days to work per week (2-5 days): \_\_\_\_\_ Preferred shift length (circle # of hours): 4-6 or 6-8

Preferred number of hours per week (circle number of hours): 10-16 16-20 20 - 29 30-35 40

Common Crow **Natural** Health is a customer service driven business. Our customers' shopping habits decide the number of people we hire and the times they are scheduled to work. We hire both full-time and part-time employees. In general we seek those applicants with FULL AVAILABILITY.

FULL AVAILABILITY means that you are available to work any shift in the job you are hired for. Please indicate below your availability. LIMITING YOUR AVAILABILITY MAY AFFECT YOUR PROSPECT FOR BEING HIRED IN SOME POSITIONS. We only employ staff that are available when the business and our customers need them. Please note that this chart does not guarantee you any specific schedule in the event that you are hired.

I can work	MON	TUE	WED	THU	FRI	SAT	SUN
Any 8 hr Shift 6 AM - 9 PM							
AM ONLY 6 AM - 3PM							
PM ONLY 12-9 PM							
Other describe							
NOT AVAIL							

Describe the best job you've ever had. What did you like about it?

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How can **you** help the customers at Common Crow Natural Health?

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**MILITARY SERVICE?**  YES  NO From \_\_\_\_\_ to \_\_\_\_\_ Rank \_\_\_\_\_

Present Military Affiliation  None  Reserve(Active)  Reserve (Inactive)

**LANGUAGES** you speak/ understand:  English  Italian  French  Portuguese  Spanish  Greek  
 Other \_\_\_\_\_ Proficiency level/education \_\_\_\_\_

EDUCATION	Name of School	Years Attended	Graduated? Y/N	Subjects
High School				
GED				
College				
Post-Graduate				
Other Training				

Future plans for educational advancement: \_\_\_\_\_

Special Skills not related to this job

Activities you enjoy (what you do for relaxation & fun)

Computer and other equipment skills (Accounting calculator, scanners, cash register, etc.)

Do you own or have an interest in another business? Please describe

Describe any experience you have had in the specific field of the job you are applying for:

What is your personal food philosophy? (Your own idea of the best way to eat)

**WORK HISTORY: List your last three employers. Use additional pages if needed.**

**Include volunteer activities and self-employment. We verify every reference.**

Employer \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ NO  
Pay Rate Starting \_\_\_\_\_ Ending \_\_\_\_\_ Job Title \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Your Responsibilities \_\_\_\_\_

Employer \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ NO  
Pay Rate Starting \_\_\_\_\_ Ending \_\_\_\_\_ Job Title \_\_\_\_\_  
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Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ NO  
Pay Rate Starting \_\_\_\_\_ Ending \_\_\_\_\_ Job Title \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Your Responsibilities \_\_\_\_\_

Explain any absences from employment in the last 5 years which lasted more than one month

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

**WORK REFERENCES: We verify all references.**

Name \_\_\_\_\_ Name of Business \_\_\_\_\_  
Title/ Relationship \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Name of Business \_\_\_\_\_  
Title/ Relationship \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Name of Business \_\_\_\_\_  
Title/ Relationship \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

# PLEASE READ BEFORE SIGNING

## EQUAL OPPORTUNITY EMPLOYMENT

We will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status or status as a veteran. Information provided on this application will not be used for any discriminatory purpose.

## ACCURACY OF INFORMATION

I certify that all information provided 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 may be grounds for termination from my employment. I understand that this application will become part of my personnel file if I am employed by Common Crow Natural Health, Inc.

## AUTHORIZATION FOR RELEASE OF INFORMATION

In connection with this application, I authorize my former employers, schools, law enforcement agencies, and branches of military to release all relevant information about me. I release all parties supplying such information and Common Crow Natural Health, Inc. from and liability arising out of the release of such information.

## RULES AND REGULATIONS

In consideration of my employment, I agree to conform to the rules and regulations of Common Crow Natural Health, Inc. which are currently in existence or may come into existence in the future. I understand that violation of the rules and regulations of Common Crow may result in termination.

## EMPLOYMENT AT WILL

**I understand that, if I am offered a position at Common Crow Natural Health, Inc., my employment is "AT WILL", which means that either I or Common Crow may terminate the employment relationship at any time for any reason not prohibited by law. I also understand and agree that the terms and conditions of my employment may change at any time by Common Crow Natural Health, Inc.**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Your application is considered **ACTIVE** for one year.

## EMERGENCY CONTACT INFORMATION (optional):

1. Emergency Contact Name: \_\_\_\_\_ Relation to you \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

2. Emergency Contact Name: \_\_\_\_\_ Relation to you \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_