



1500 NE Alberta Street
 Portland, OR 97211
 ph. 503-287-4333
 www.albertagrocery.coop
 opening.

Application for Employment

Completed application and current resume
 required to be considered for interview. Please
 consult our website for the status of job
 opening.

Name: _____ Date: _____

Address: _____

Email Address: _____

Daytime Phone: _____ What is the best time to contact you? _____

Position Applying for: _____ When could you start? _____

How did you hear about this job opening? _____

What is your availability? Please be as specific as possible.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

Do you have any other outside commitments that may affect your availability?

Are you currently or have you been a working owner? Yes No If yes, for what department and what duration of time?

Have you ever been interviewed or employed at ACG? Yes No If yes, please let us know when, and for what position(s)

Are you legally eligible to be employed in this country? Yes No

Will you be able to furnish proof of employment eligibility upon hiring? Yes No

Are you at least 18 years of age? Yes No

Heavy lifting is a part of our business. Are you able to lift up to 50lbs? Yes No

Are you fluent in any Non-English languages? _____

Employment History

Current or Most Recent Employer _____

Address: _____ Phone: _____

Position Held: _____ Supervisor: _____

Dates Worked: _____ May we contact this person? _____

Duties: _____

Reason for Leaving: _____

Past Employer _____

Address: _____ Phone: _____

Position Held: _____ Supervisor: _____

Dates Worked: _____ May we contact this person? _____

Reason for Leaving: _____

Past Employer _____

Address: _____ Phone: _____

Position Held: _____ Supervisor: _____

Dates Worked: _____ May we contact this person? _____

Duties: _____

Reason for Leaving: _____

Past Employer _____

Address: _____ Phone: _____

Position Held: _____ Supervisor: _____

Dates Worked: _____ May we contact this person? _____

Reason for Leaving: _____

Volunteer or Other Applicable Experience

Other Applicable Experience _____

Address: _____ Phone: _____

Position Held: _____ Supervisor: _____

Dates Worked: _____ May we contact this person? _____

Reason for Leaving: _____

Other Applicable Experience _____

Address: _____ Phone: _____

Position Held: _____ Supervisor: _____

Dates Worked: _____ May we contact this person? _____

Reason for Leaving: _____

Please list three professional references for us to contact if you get an interview.

Name: _____ Relation to you: _____ Phone: _____

Name: _____ Relation to you: _____ Phone: _____

Name: _____ Relation to you: _____ Phone: _____

Supplementary Questions

This section is designed to get to know a little bit more about you, but also for you to get to know a little bit more about us! Alberta Cooperative Grocery (ACG) is a collectively managed, consumer owned cooperative grocery. We are all managers here, and no one person is the boss- we are peers. We make decisions using a modified consensus model, a process in which we all must come to agreement before making a myriad of changes and decisions to store policy. This is an alternative work environment, and we welcome broad range of viewpoints and perspectives.

Our mission is to serve as a community resource and gathering place, while providing fresh, high-quality, affordable food to the diverse members of North and Northeast Portland. We emphasize products from local, organic, and socially responsible sources, and work to build connections between our customers and their farmers. For more information about the work we do, please visit our website!

Please take the time to thoughtfully and thoroughly answer all questions to the best of your abilities. If you need more space, please feel free to add or attach any additional information. We also have electronic copies of this application on our website, and we highly recommend that you type your application if your handwriting is difficult to read or if you would like more space to write.

What inspired you to apply for a position at ACG?

ACG is a rare work environment in which all staff have a voice and opportunity to participate in the processes that shape the co-op. Please describe your experiences in other organizations with high levels of staff participation, and describe how you made decisions. If you have any experience with consensus or modified consensus, please detail it here.

Many of our staff work in a variety of departments, teams and committees on a weekly basis. Please list your experience working in areas you think are relevant to working at ACG. Include instances in which you've had to balance varying workloads and responsibilities.

Do you have any applicable management or business experience in this or any other field?

Communication is vital in collectively managing a business. Please describe your style of giving feedback and tell us how you best receive feedback. Include any trainings or instances in which you participated in conflict resolution, mediation, or any other forms of alternative communication.

Co-op work, as well as customer service, can be uniquely challenging. Please describe your experience with difficult or challenging customer service situations, and how you react to and handle them.

Where do you see yourself in five years?

Lastly, do you like nachos? Describe the most perfect nacho in the world.

By signing this application, I certify that all information I have provided in order to apply for and secure work is true, complete and correct to the best of my ability.

Signature of applicant _____ Date: _____

Thank you so much for applying at Alberta Cooperative Grocery!
The Alberta Co-op is an equal opportunity employer. People of color, women, working-class, LGBTQI, and differently-abled persons are strongly encouraged to apply. We are committed to building and maintaining a diverse workplace, and aim to provide our staff with ongoing training and

support.