



# EMPLOYMENT APPLICATION

The Village Grocer is an equal opportunity employer. All applicants and employees are considered for employment, advancement and compensation based upon their skills and performance without regard to race, sex, national origin, age, ancestry, handicap, disability, marital status or any other status under the Human Rights Legislation. Please take a moment to complete (print) all information below.

## PERSONAL INFORMATION

Legal First Name:		Last Name:		Preferred Name:		Date Of Application:	
Address (Number / Unit / Street):						Birth Date (DD/MM/YY) / /	
City:			Province:		Postal Code:		Date available to start? (DD/MM/YY)
Priority Phone #:		Secondary Phone #:		Email Address:			
Are you legally eligible to work in Canada? <input type="checkbox"/> YES <input type="checkbox"/> NO			Are you of legal age to work in Ontario? <input type="checkbox"/> YES <input type="checkbox"/> NO			Do you have a drivers license? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, Class -	
Are you a student? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, please indicate type of school: <input type="checkbox"/> High School <input type="checkbox"/> College/University		Name of School - Grade/Year - Exp. Graduation Month/Year			
Primary transportation used to arrive at work on time for scheduled shifts:							
<input type="checkbox"/> Automobile (Owned, will park in designated VG lot) <input type="checkbox"/> Automobile (Family/friend drop off) <input type="checkbox"/> Public Transportation (Bus, Taxi) <input type="checkbox"/> Walk or Bicycle							

## EMPLOYMENT INFORMATION

<b>What type of position are you applying for? (Please read all options)</b>				<b>Please check daily availability:</b>			
<input type="checkbox"/> Full-Time Permanent (40 hours, 5 shifts per week, year round)	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Part-Time Permanent (16-32 hours, 2-4 shifts per week, year round)	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening
<input type="checkbox"/> Full-Time Seasonal (40 hours, 5 shifts per week - Summer / Holiday breaks)	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Part-Time Seasonal (16-32 hours, 2-4 shifts per week, Summer / Holiday breaks)	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening

Village Grocer employment work hours generally range from approximately 6:00am to 8:30pm daily depending on the department & position. (Example - cashiers would work around hours open to the public, bakery production staff hours are earlier in the morning to prepare products for opening). Please indicate the days/hours you are available to work below:



**\*IMPORTANT:** Your availability is used as a hiring consideration and for schedule planning. It is expected that the availability indicated will change on an exceptional basis only and be approved in advance by store management. **Students:** Please indicate the weekday evenings and weekend days you would be able to work regularly each week after considering activities such as clubs, sports, study time, etc. Mark days you cannot work with an "X".



Day of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

What department(s) do you desire to work in? (Check as many as desired).

**Retail:**

- Bakery Service       Café Service       Cashier       Delicatessen Service       Home & Housewares
- Floral Service       Grocery Clerk       Meat & Seafood       Produce Clerk       Pizza Counter

**Production ( Note that experience and formal training may be required for production positions ) :**

- Kitchen Line Cook       Kitchen Chef       Kitchen Assistant       Sushi Chef       Dishwasher
- Head Baker       Baker Assistant       Cake Decorator       Butcher       Meat Cutter
- Catering (server)       Truck Driver       Janitor/Maintenance       Pizza Chef       Deli Prep (Nights)

**Office & Administration**

- Administrative Assistant     Human Resources     Accounting & Payroll     Marketing & Media     Management

## EMPLOYMENT HISTORY

Please list any positions you have held beginning with the most recent. Please complete this section even if you are attaching a resume.

1) Company Name / Location:	Position Held:
Dates Employed: Start (MM/YY) / End (MM/YY) /	Managers Name:
Reason for Leaving:	May we contact this employer? Please provide phone contact info. <input type="checkbox"/> YES <input type="checkbox"/> NO Phone # - -
2) Company Name / Location:	Position Held:
Dates Employed: Start (MM/YY) / End (MM/YY) /	Managers Name:
Reason for Leaving:	May we contact this employer? Please provide phone contact info. <input type="checkbox"/> YES <input type="checkbox"/> NO Phone # - -
3) Company Name / Location:	Position Held:
Dates Employed: Start (MM/YY) / End (MM/YY) /	Managers Name:
Reason for Leaving:	May we contact this employer? Please provide phone contact info. <input type="checkbox"/> YES <input type="checkbox"/> NO Phone # - -

## REFERENCES

Please provide two (2) references other than the contacts listed in the employment history section above.

1) Name	Occupation:
Phone: Email:	Relationship:
3) Name	Occupation:
Phone: Email:	Relationship:

## FOOD ALLERGENS

Do you have any medical issues which will effect your ability to work?  YES  NO

If yes, please specify:

Please check any medical food allergens you have:

- Peanuts  Tree Nuts  Sesame Seeds  Milk  Eggs  Soy  
 Fish  Shellfish or Crustaceans  Mustard  Wheat  Sulphites  Other \_\_\_\_\_

## DECLARARTION

I hereby certify that the information provided on this application (front & back) and on my resume (please attach), is complete, accurate, and true in all aspects. I understand that my misrepresentation or omission of facts may result in the rejection of this application, or if hired, discipline up to and including termination. I further understand that this application is not a contract and does not create an employment relationship.

Applicant Signature	Date (DD/MM/YY)
---------------------	-----------------