



MOTHER EARTH FOODS

1638 19th Street, Parkersburg, WV
304.428.1024

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____



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Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Additional Information

Please fill in all answers on the following pages.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

GENERAL QUESTIONS

1. Can you work any store hours: (Yes or no) Explain:

2. Schedule preferred: (Full time or part time)

3. Will you work Saturdays? (Yes or no) Sundays? (Yes or no)

4. Do you plan to maintain another job if accepted? (Yes or no)
5. If yes, explain:

6. Do you plan to continue your education? (Yes or no)
7. If yes, where and when?

8. What does dependability mean to you?

9. What are your goals for this position?

10. What does a management position mean to you?

11. What would you do if there were no customers in the store:

12. What would you do if a customer asked you a question you could not answer?

13. How would you handle a complaint from a customer?

14. What books concerning nutrition have you read?

15. Rate your knowledge of natural foods: (Excellent, good, fair, poor) Explain:

16. Rate your knowledge of vitamins: (Excellent, good, fair, poor) Explain:

17. Rate your knowledge of herbs: (Excellent, good, fair, poor) Explain:

18. Are you willing to attend seminars relating to this position? (Yes or no)

GENERAL REQUIREMENTS:

1. Neat appearance at all times (jeans are OK, but must be neat).
2. Promptness: Be on time; please let me know ahead of time if you are unable to work your shift.
3. Courteous and helpful to customers at all times. Greet them when they enter the store; inquire if they need assistance.
4. Able to take initiative to do things without being told repeatedly.
5. Willingness to find answers to questions you do not know.
6. Keep a neat, clean store at all times:
 - a. Shelves
 - b. Glass doors
 - c. Coolers
 - d. Floors
 - e. Freezers
 - f. Bathroom
 - g. Windows
 - h. Etc.
7. Available between the hours of 8:30 a.m. to 7:30 p.m. Monday through Saturday, and 11:30 to 5:30 on Sunday.
8. Able to work: (some weekends) (every weekend) (no weekends)
9. Ability to sell items by informing customer of what we have, listening to what their needs are, and being honest if you do not know.
10. Able to see things that need to be done and do them.
11. If certain products are not selling you will determine why, such as:
 - a. Do they need to be sampled?
 - b. Do you need to find out more about that product?
 - c. Does it need to be moved or displayed in a different way?
12. If you have any problems or questions, please let me know right away. I do not want to be the last to know; inform me first.

I have read and understood the above duties. I am capable and wiling to do them.

Signature

Date