



Kootenay Co-op Employment Application

We are truly a different place to work and here's why!

The Kootenay Country Store Cooperative is an outstanding place to work. We exist to serve our community and we conduct our business based on a triple bottom-line: social, environmental and financial sustainability of the Co-op and the larger community. Over 9000 of our customers are also member-owners of the Co-op, creating a unique community atmosphere that we strive to maintain and enhance. Co-op employees are expected to consistently provide excellent customer service that is authentic, compassionate, and knowledgeable. Exemplary customer service is our number one priority.

Employees are expected to demonstrate friendly cooperation, professionalism and a positive willingness to do their best job. As members of the Co-op team, employees are expected to engage with the policies and procedures outlined in our Employee Handbooks.

The Kootenay Co-op expects high performance standards from its employees and makes an equal effort to provide a positive work experience. We prioritize quality management, superior wages and benefits, and a safe and supportive work environment. The Co-op prides itself on enabling opportunities for continuous development and learning for our staff and members.

Who should apply?

The Kootenay Co-op strives to provide its employees with an environment that fosters excellence. In return, we expect this level of service from our employees. Without exception, we value individuals with a strong work ethic and an ability to be positive with everyone that comes through our doors. It is our intent to employ only those applicants whose service philosophy and behavior match those of our cooperative.

If you agree with our standards and are confident that you can meet them, please continue with the application process and complete the attached application form!

To Apply:

- Fill out the application form completely and legibly. Incomplete applications will not be considered or processed.
- Attach an updated résumé.
- Please sign and return your completed application form, cover letter and résumé to the Customer Service Desk, or ask for the Human Resources Manager.
- Your application is current for 90 days. You may bring in a completed application at any time. If you are not contacted you may continue checking our open positions posted at the customer service desk or on our website (www.kootenay.coop). If it has been more than 90 days since you applied, you will need to fill out a new application if you still want to be considered for future opportunities.

Important!

If you have general questions about employment at the Kootenay Co-op, please contact the Human Resources Manager at laura@kootenay.coop or 250.354.4077 or come by the store in the early to mid afternoons Tuesday through Saturday.

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.

This cover sheet is yours to keep.



Kootenay Co-op Application Form

We are a cooperative dedicated to providing the highest quality, affordable natural foods and products and wherever possible organic, along with knowledgeable, superior customer service in a pleasant comfortable environment.

Name:	Today's Date:
Mailing Address :	City:
Province:	Postal Code:
Home Phone:	Alternate Phone:
Email Address:	
Position desired:	Type of employment desired (check all that apply): <input type="checkbox"/> Full time 32-40 hrs <input type="checkbox"/> Part time 16-31 hrs <input type="checkbox"/> After school/weekends only <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent Maximum number of hours you can work per week: Minimum number of hours you are interested in per week:
Would you be interested in other jobs at the Co-op?	
Which ones?	
Date you can start:	
Please list all the days and times you can work (staff arrive as early as 6 am and stay as late as 12 am). Please note that most positions require weekend/evening availability. The Co-op makes an effort to accommodate staff schedule needs, but we cannot guarantee a specific work schedule.	
Monday:	Are there any hours of the day that you cannot work? Please be specific:
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	

Work Experience

List your three most recent positions in consecutive order with present or most recent employer listed first.

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? How would working at the Co-op help fulfill your plans?

4. What qualities do you look for in an employer?

5. Over and above all other duties, staff at the Co-op provide fantastic customer service. Tell us about a time when you provided excellent customer service in a challenging situation (an unhappy customer, a busy time, etc...) If you have not provided customer service before, tell us about a time you received great customer service.

(turn over page)

6. The Co-op has a very positive and unique work environment that supports staff to work together effectively. Tell us about a time when you contributed to a team effort.

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

8. Are you bondable?

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 a resume and any additional information.

We do not discriminate on the basis of: Race, Sex, Gender, Sexual Orientation, Religion, Age, Disability, or Marital Status. Employment at the Co-op depends solely on skills, abilities, and experience.