



# NATURAL GROCERS™

## EMPLOYMENT APPLICATION

For more information call 303-986-4600

Visit our website: [www.vitamincottage.com](http://www.vitamincottage.com)

**Please check the box of the locations which you are interested in working.**

- |  |                                 |              |   |                          |              |
|--|---------------------------------|--------------|---|--------------------------|--------------|
| <input type="checkbox"/> Albuquerque, NM     | 4420 Wyoming NE                 | 505-292-7300 | <input type="checkbox"/> Ken Caryl        | 11550 W. Meadows Drive   | 303-948-9944 |
| <input type="checkbox"/> Albuquerque West    | 9260 Coors Blvd.                |              | <input type="checkbox"/> Lafayette        | 100 W. South Boulder Rd. | 303-926-1600 |
| <input type="checkbox"/> Amarillo, TX        | 7400 SW 34 <sup>th</sup> Ave.   | 806-463-5500 | <input type="checkbox"/> Longmont         | 1739 N. Main Street      | 303-684-8200 |
| <input type="checkbox"/> Arapahoe            | 9670 E. Arapahoe Rd.            | 303-790-0488 | <input type="checkbox"/> Mission Trace    | 3333 S. Wadsworth Blvd.  | 303-989-4866 |
| <input type="checkbox"/> Austin              | 3901 Guadalupe St.              | 512-323-5100 | <input type="checkbox"/> Montrose         | 3451 S. Rio Grande Ave.  | 970-249-2724 |
| <input type="checkbox"/> Boulder             | 2355 30th Street                | 303-402-1400 | <input type="checkbox"/> Monument         | 655 Highway 105          | 719-487-0448 |
| <input type="checkbox"/> Castle Rock         | 4510 Trail Boss Dr.             | 303-660-2600 | <input type="checkbox"/> Northglenn       | 11465 Washington St.     | 303-280-1980 |
| <input type="checkbox"/> Colorado & Evans    | 2033 S. Colorado Blvd.          | 303-756-8400 | <input type="checkbox"/> Northwest        | 7745 N. Wadsworth Blvd.  | 303-423-0990 |
| <input type="checkbox"/> Colorado Springs    | 7690 N. Academy Blvd.           | 719-577-2500 | <input type="checkbox"/> Parker           | 11402 S. Parker Road     | 303-805-1285 |
| <input type="checkbox"/> Dillon              | 761 Anemone Trail               | 970-262-1100 | <input type="checkbox"/> Pueblo           | 101 W. 29th Street       | 719-542-2411 |
| <input type="checkbox"/> Distribution Center | 3185 S. Platte River Dr.        | 303-789-6082 | <input type="checkbox"/> Richardson       | 7517 Campbell Road       | 972-735-9200 |
| <input type="checkbox"/> Downtown Denver     | 2375 15 <sup>th</sup> Street    | 303-458-5300 | <input type="checkbox"/> St. George       | 624 W. Telegraph St.     | 435-986-1100 |
| <input type="checkbox"/> Durango             | 1123 Camino Del Rio             | 970-247-4100 | <input type="checkbox"/> Santa Fe, NM     | 3328 Cerrillos Road      | 505-474-0111 |
| <input type="checkbox"/> East Denver         | 5231 Leetsdale Drive            | 303-399-0164 | <input type="checkbox"/> South Aurora     | 15192 E Hampden Ave      | 303-680-2344 |
| <input type="checkbox"/> Evergreen           | 1291 Bergen Pkwy.               | 303-679-9800 | <input type="checkbox"/> South CO Springs | 1825 S. Nevada           | 719-634-9200 |
| <input type="checkbox"/> Fort Collins        | 4318 S. College Ave.            | 970-266-9919 | <input type="checkbox"/> West Colfax      | 9030 West Colfax Ave.    | 303-232-6266 |
| <input type="checkbox"/> Glenwood Springs    | 100 W Meadows Street            | 970-945-7000 | <input type="checkbox"/> Home Office      | 12612 W. Alameda Pkwy.   | 303-986-4600 |
| <input type="checkbox"/> Grand Junction      | 2464 US Hwy 6 & 50              | 970-263-7750 |   |                          |              |
| <input type="checkbox"/> Greeley             | 2819 35 <sup>th</sup> Avenue    |              |   |                          |              |
| <input type="checkbox"/> Green Mountain      | 12612 W. Alameda Pkwy.          | 303-986-5700 |   |                          |              |
| <input type="checkbox"/> Highlands Ranch     | 1265 Sgt. John Stiles Dr. Ste M | 303-471-9400 |   |                          |              |

<b>First Name:</b>	<b>Last Name:</b>	<b>Today's Date:</b>
<b>Primary Phone #</b>	<b>Secondary Phone #</b>	<b>Best Time to Contact:</b>
<b>Address:</b>	<b>City/State:</b>	<b>Zip Code</b>

**Please circle the areas that you are interested in working:**

- Accounting/Office    Body Care    Bulk Dept    Cashier    Dairy/Frozen    Grocery
- Store Management    Produce    Vitamin Dept    Warehouse/Receiving

**Other Position:** \_\_\_\_\_

**Hours Desired Per Week:** FT (30+)\_\_\_\_ PT (10-25)\_\_\_\_ PT Eve/Wks\_\_\_\_ Temp\_\_\_\_

**Most Store Hours are: Mon-Fri 9-8 Sat 9-7 Sun 11-6**

**Hours Available:            MON            TUES            WED            THUR            FRI            SAT            SUN**

<b>Start Time</b>							
<b>End Time</b>							

How many hours per week do you want to work? \_\_\_\_\_ hours

How far will you drive to work? \_\_\_\_\_ miles

Do you have a valid US driver license (if the position for which you are applying requires one)? **Yes No**

If you are applying for a position at the distribution center, do you have a valid CDL? **Yes No**

Can you travel if required by this position? **Yes No**

Can you comfortably and consistently lift 30lbs? **Y/N** \_\_\_\_ 50lbs? **Y/N** \_\_\_\_ 70lbs? **Y/N** \_\_\_\_

Have you ever been previously employed by Natural Grocers by Vitamin Cottage? **Yes No**

If yes, when? \_\_\_\_\_

Are you currently working? **Yes No** If yes, may we contact your employer? **Yes No**

When are you available to start working? \_\_\_\_\_

Do you plan to maintain another job if accepted by Natural Grocers? **Yes No** Where? \_\_\_\_\_

Any other commitments that would affect your availability to work? **Yes No** When? \_\_\_\_\_

Can you work overtime without prior notice? **Yes No**

Are you eligible to work in the United States? **Yes No**

Have you ever been convicted of any law violation in the past seven years? **Yes No**

If yes, please give date and details of conviction: (**Note:** Conviction of a crime will not necessarily disqualify an applicant from employment.)

**PREVIOUS EMPLOYERS** List 3 most recent jobs. (Attach resume if available)

Dates Employed	Employer Name	Job Title	Manager	Wage	Reason Left

**WORK REFERENCES** Include only individuals familiar with your work ability.

Name	Employer Name	Phone Number	Years Known	Relationship

**REFERRALS** List any friends or relatives currently working for Natural Grocers by Vitamin Cottage.

Name	Phone Number	Years Known	Relationship

**EDUCATION** Please circle the highest grade level completed: 10 11 12 13 14 15 16 16+

SCHOOL NAME	CITY/STATE	GRADUATE?	DEGREE?
High School			
College			
Voc, Tech or Other			

**In the spaces below, please indicate:**

The jobs in which you've had <b>experience &amp; equipment</b> you can operate:	Indicate time spent in each area:
<b>Retail Floor Sales</b>	
<b>Cash Register</b>	
<b>Shipping &amp; Receiving</b>	
<b>Natural Foods</b>	
<b>Vitamins &amp; Herbs</b>	
<b>Data Entry/Computer</b>	

Do you plan to continue your education? **No Yes** If Yes, when?

What is your background with natural foods and nutrition?

What cash register experience or money handling skills do you have?

What does world class customer service mean to you?

What customer service skills do you have relating to Natural Grocers by Vitamin Cottage?

Why have you decided to seek employment at Natural Grocers by Vitamin Cottage?

What do you want to do for Natural Grocers by Vitamin Cottage?

What did you like the most about your previous jobs?

What did you like least about your previous jobs?

What motivates you individually within your work?

What are your career goals for life?

Why do you want to work in customer service?

What is the minimum wage you would be willing to accept? \_\_\_\_\_

Natural Grocers by Vitamin Cottage has a very strict no-smoking policy. Due to the sensitivity of our customers and employees, we can not tolerate smoking on the premises or any employee smelling like smoke while at work.

Do you smoke?    **Yes**    **No**

**Briefly define these words:**

What is **Ascorbic Acid**?

What is **Beta Carotene**?

What is **BHT**?

What is **Ginkgo**?

What is **Pycnogenol**?

What is **Calcium Carbonate**?

## APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Additional testing on job-related skills may be required prior to employment. This application will remain active for four months.

## CERTIFICATION AND RELEASE

1. I certify that I have read and understand the applicant note above and that the answers given by me are complete and true to the best of my knowledge and belief. I understand that any false information or any misrepresentation or omission of facts may result in rejection of my application or discharge at any time during my employment.
2. I authorize the company and/or its agents, including consumer reporting bureaus, to inquire of and receive information on any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), and past employers named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability for any damage whatsoever for issuing this information.
3. I understand that Natural Grocers by Vitamin Cottage may conduct a background check as part of the application process and I consent to such an investigation.
4. Vitamin Cottage is an Equal Opportunity Employer. Natural Grocers by Vitamin Cottage does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration of employment on a basis prohibited by local, state, or federal law.
5. I agree, if employed, to conform to the guidelines and regulations of Natural Grocers, whenever adopted by Natural Grocers, and that those guidelines and regulations do not constitute an employment contract and my employment and compensation is "at will". I also understand that either Natural Grocers or I may terminate the employment relationship at any time, without notice, with or without reason. Only a written agreement signed by the owners of this company may modify this paragraph.
6. This application is current for 4 months. At the conclusion of this time, if I have not heard from Natural Grocers and still wish to be considered for employment, it will be necessary to fill out a new application.
7. Please Note: Applicant agrees to provide the following:
  - A. Proof of meeting minimum age requirements of applicable laws and submitting proof of true age after hired.
  - B. Submit proof of citizenship of U.S. and proof of employability for the Department of Homeland Security (e.g. passport, drivers license, Colorado I.D. card and/or social security card).
8. I understand that Natural Grocers by Vitamin Cottage is a non-smoking work place and does not allow smoking on the premises.



**Applicant's  
Signature** \_\_\_\_\_

**Date:**     /     /

***Thank you for applying at Natural Grocers by  
Vitamin Cottage!***