

Application for Employment



You're at home here.

PERSONAL AND CONFIDENTIAL

The information on this application form will be used to evaluate your suitability for employment. The information will be used to communicate with you on any matters relating to your application for employment. Please carefully read and complete all areas of this application and sign the personal consent section on the last page.

NAME: Last			First		Second		RESUME ATTACHED Yes <input type="checkbox"/> No <input type="checkbox"/>		
ADDRESS: No. and Street		City or Town			Province		Postal Code		TELEPHONE
						EMAIL:			
Are you legally entitled to work in Canada? Yes <input type="checkbox"/> No <input type="checkbox"/>				Are you currently eligible for fidelity bonding? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes <input type="checkbox"/> No <input type="checkbox"/>									
Preferred Work Location:			Reason:			If necessary, would you accept a transfer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Position you are applying for:									
Availability:			Preference for (if applicable): <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual			Availability: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends			
Salary Expectations:			How did you find out about the position?						

ONLY COMPLETE EDUCATION AND EMPLOYMENT HISTORY IF YOU ARE NOT ATTACHING A RESUMÉ AND COVER LETTER

EDUCATION	YEAR COMPLETED	SCHOOL NAME AND ADDRESS	MAJOR FIELD	ATTAINMENT
COLLEGE OR UNIVERSITY		Name:		Specify Degree or Diploma Obtained:
BUSINESS, TRADE OR OTHER SCHOOL		Name:		Specify Certification Obtained:
HIGH SCHOOL		Name: Location: Province:		Highest Grade Completed Achieved Required Credits? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY (begin with most recent)

COMPANY NAME:		
TYPE OF BUSINESS:		
POSITION TITLE:		REASON FOR LEAVING
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		
EMPLOYED FROM:		KEY RESPONSIBILITIES
TO:		
MONTH YEAR		
MONTH YEAR		

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Application for Employment



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COMPANY NAME:		
TYPE OF BUSINESS:		
POSITION TITLE:	REASON FOR LEAVING	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		
EMPLOYED FROM	_____ MONTH _____ YEAR	KEY RESPONSIBILITIES
TO	_____ MONTH _____ YEAR	

COMPANY NAME:		
TYPE OF BUSINESS:		
POSITION TITLE:	REASON FOR LEAVING	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		
EMPLOYED FROM:	_____ MONTH _____ YEAR	KEY RESPONSIBILITIES
TO:	_____ MONTH _____ YEAR	

REFERENCES – PLEASE PROVIDE TWO - THREE REFERENCES (preferably from people you have reported to)

NAME Include first name or Initials	Title	Telephone	Email	Relationship

Co-op is collecting your personal information provided by way of this application form, and will use and disclose your personal information, only for reasonable purposes related to potentially establishing, and if hired, managing and terminating your employment relationship with Co-op. Without limiting the foregoing, Co-op may disclose the personal information that you provide to it by way of this application form to third party service providers (such as payroll and benefits companies under contract with the Co-op, background check service providers). Co-op has implemented reasonable measures to ensure that the personal information which you provide to it is maintained accurately, kept current and only for a reasonable amount of time, is secure and confidential. For further information regarding Co-op's privacy policies, please contact Co-op's privacy officer at privacy@fcl.ca. By completing and submitting this application form you consent to the collection, use and disclosure of your personal information for these purposes.

I consent to provide work related references, complete a criminal record check or any other verification that may be required as it relates to the position I am being considered for. In signing this application form, I understand that any misrepresentation or omission of facts is cause for cancellation of the application or termination of employment.

SIGNATURE OF APPLICANT _____ DATE _____

=====*Join Our Team!*=====

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Potential Team Members of Otter Co-op

We are excited that you are interested in joining our Team! With Otter Co-op, you are part of more than a business. You are part of a Team that strives every day to give the best Guest Service Excellence there is, and make a true difference in the communities that we serve.

Before you fill out your application form, please take some time to learn a little more about us. We want to make sure you feel Otter Co-op is the right opportunity for you! Being part of our Team means more than performing day to day duties, it is living out Brand, Values, Vision and Mission to the best of your ability each and every single day. What does this look like? It looks a little like this:

BRAND:

Our motto is "You're at Home Here". The essence of our Brand is we will act like Hosts, and treat our customers like Guests. We look for Team Members who have a passion for serving people, and provide exceptional service to our Guests, as well as other Team Members.

OUR VALUES:

Integrity: We are proud to have a culture of Honesty, Trust and Responsibility, where doing what's right is the Otter Way.

Community: We care about and support people, and our communities. We are 100% locally owned and operated!

Excellence: We perform our best every day and provide exceptional service to our Guests and our Team. We focus on leading through Innovation, Adaptability and Sustainability.

OUR VISION:

To be the consumer's first choice by connecting community, service, satisfaction and profit sharing where we live, work and play.

OUR MISSION:

Provide quality products and services in our communities, to ensure growth, sustainability and member satisfaction by delivering exceptional service and value.

Before you continue on with the application process, take a moment and check us out! (No retail pun intended!) You can learn more about Otter Co-op and the Co-operative Retailing System by visiting www.ottercoop.com and www.coopconnection.ca.

If you don't feel you fit with the above, no worries! We wish you well in your future endeavours and hope you come back and visit us!

If you are as excited about the above as we are, please provide us with your completed application form and resume. If you have any questions, please do not hesitate to ask one of our amazing Team Members!

We look forward to making a difference in the community with you!

Jack Nicholson, Chief Executive Officer