



Employment Application

Thank you for your interest in working with us at 2J's Fresh Market. We hire genuinely friendly people who are enthusiastic and share our commitment to provide unsurpassed customer service. Applicants must be self motivated and be able to work well in team environments. We are an equal opportunity employer committed to a diverse workforce. 2J's is a locally owned company dedicated to creating a positive work environment. We offer health, vision and dental insurance, a comprehensive Employee Assistance Program (EAP) and holiday pay to our full-time staff. Other benefits for all staff include advancement opportunities, 20% store discount on most items and vacation pay.

THESE ARE OUR HIRING PROCEDURES:

1. Give your completed application to any manager on duty. For help finding a manager just ask any staff member. You may also mail it to 105 Smelter Ave NE Great Falls, MT 59404, attention HR department.
2. All applications are reviewed and top candidates for open positions will be contacted by our managers for an initial interview.
3. Your application will remain on file for 60 days, after that period you will need to submit a new application.
4. Due to large volume of applications received we will not contact you about the status of your application. Please do not call to check on the status of your application. If we determine that you could be a fit for one of our open positions we will contact you to set up an interview.
5. Your application may be considered for all open positions.
6. The store manager and department manager will interview top candidates and then make the hiring selection.

HOW DO WE CONTACT YOU?

Name: _____

Address: _____

Home Phone: _____ Alternate Phone: _____

Okay to leave a message? Yes No E-mail: _____

FOR OFFICE USE ONLY

1ST Screening interview: _____ Cashier Carry Out Stocker

Recommended for: _____ Grocery Produce Meat

_____ Haba Supervisor Other _____

WHEN CAN YOU WORK?

I would like to work _____ hours per week.

I am available to work:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From	From	From	From	From	From	From
To	To	To	To	To	To	To

WHAT IS YOUR WORK HISTORY?

Have you been employed by 2J's Fresh Market in the past? Yes No

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor's Name/Title: _____

Duties/Responsibilities: _____

Dates Worked: _____ Ending Salary: _____

Reason for Leaving: _____ OK to Contact? _____

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor's Name/Title: _____

Duties/Responsibilities: _____

Dates Worked: _____ Ending Salary: _____

Reason for Leaving: _____ OK to Contact? _____

Employer: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor's Name/Title: _____

Duties/Responsibilities: _____

Dates Worked: _____ Ending Salary: _____

Reason for Leaving: _____ OK to Contact? _____

WHAT ARE YOUR SKILLS?

In each of the following areas rate your skills from 0-10. (10 = Highest)

- ___ Customer Service ___ Stocking ___ Food Handling
___ Cash Handling ___ Leadership ___ Team Building

WHAT IS YOUR EDUCATION?

School Name	Location	Major Courses	Last Year Completed	Diploma/ Degree
High School				
College/Other				
Special Training				

TELL US ABOUT YOU

How were you referred to 2J's Fresh Market?

- I'm a Customer Friend G F Tribune
 G F Job Service Walk-in 2J's Staff (Who?) _____

Tell us what attracted you to 2J's Fresh Market:

Is there a specific job or position that you're interested in doing here?

What kinds of things are you hoping to find in your next job?

What types of things would you like to do each day while working here?

Give us an example of great customer service you've provided or received:

Has there been a time you contributed an idea or suggestion that make your work environment better?
If so please tell us about it:

Have you been convicted of a crime in the last seven years or are you facing prosecution for a crime?

Yes No

If yes please describe, including the nature of the charge, date, and place of conviction or pending prosecution.

Conviction and/or prosecution do not necessarily exclude you from a position at 2J's Fresh Market.

Are you legally eligible for employment in the U.S.? Yes No

If employment is offered you will need to provide proof of your identity and eligibility to work.

2J's Fresh Market does not discriminate on the basis of race, color, creed, national origin, age, gender, marital status, disability, sexual orientation, religion, family status, filing of workers compensation claims, or any other legally protected status. It is our goal that all applicants be given equal opportunity. Selection decisions will be based on job-related factors. Any applicant needing reasonable accommodation should notify us as soon as possible. We will provide reasonable accommodation unless it creates an undue hardship on the operation of our business.

I understand and certify that the answers given by me to the questions in this application are true and correct, without any omissions of any kind. I authorize 2J's Fresh Market to investigate and check any or all of the information I have provided in this application, and I further agree that in the event it is determined that I have provided false or misleading information, my application can be rejected, or, if employed, can result in my immediate termination. I release from liability any company, school, individual, agency, or any other entity providing information to 2J's Fresh Market regarding the information given by me in this application.

Signature: _____ Date: _____