

The Monte Vista Cooperative

1901 E. HWY 160

Monte Vista, CO 81144

(719) 852-5181

**Application for Employment**

**“An Equal Opportunity Employer”**

Instructions: **Please print or type all information clearly.** This application must be filled out accurately and completely. Please answer all the questions and do not leave an item blank. If an item does not apply, write ‘N/A’ (not applicable). You may attach copies of documents, certificates, or your resume to support your application. **All statements made on this application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment.**

Name:

*Last Name First Name MI*

Today’s Date: Phone Number:

Email Address:

Mailing Address:

**Position:**

Position applying for:

Desired Pay:

**Circle One:**  Full-Time Part-Time Seasonal/Temporary

**EMPLOYMENT HISTORY:** The information you provide, in addition to education, will be used to determine if you meet the minimum qualifications, and in some cases, placement of the eligibility list for the position you are seeking. Indicate date, month, and year beginning and ending for each position held and a description of duties performed. Start with your current or most recent employer.

Employer:

Address:

Phone Number: Position Title:

Dates of Employment: From To

Supervisor:

Reason for Changing Employment:

Description of Job Duties:

**May we contact your Supervisor:**

Employer:

Address:

Phone Number: Position Title:

Dates of Employment: From To

Supervisor:

Reason for Changing Employment:

Description of Job Duties:

**May we contact your Supervisor:**

Employer:

Address:

Phone Number: Position Title:

Dates of Employment: From To

Supervisor:

Reason for Changing Employment:

Description of Job Duties:

**May we contact your Supervisor:**

***\*Additional Employment Information:* List any accomplishments, hobbies, skills, scholastic honors, interests, or experiences that you would like noted. Attach additional sheets if necessary.**

**Education:**

|  |  |  |
| --- | --- | --- |
| **School Name** | **Location** | **Degree Received** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Are you studying now?** **If so, where?**  **Courses:**

**Have you ever worked for the Monte Vista Cooperative?**

Yes No

**If yes, when and what position?**

**When are you available to begin working, if selected for employment?**

**Signature Disclaimer:**

I certify that my answers are true and complete to the best of my knowledge. If this applications leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

*Applicant’s Signature Date*

**Authorization for Reference Inquiry**

**References to be contacted:** List three (3) professional references.

**Name:**

**Address:**

**Phone Number: Occupation:**

**Name:**

**Address:**

**Phone Number: Occupation:**

**Name:**

**Address:**

**Phone Number: Occupation:**

I, give my consent and authorize the Monte Vista Cooperative Human Resources Department to conduct a reference check on the above-named references. Reference information may include achievement, performance, attendance, disciplinary information or reason for separation of employment. It is understood that any information given is to be used solely for the purpose of determining my acceptability for employment. I release former employers, their agents/employees, from any liability for damages or claims which may result from information provided.

*Applicant’s Signature Date*