



Application for Employment

Date of Application: _____/_____/_____

Grange Co-op is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

 Last Name First Name Middle Name

 Street Address City State Zip Code

() -
 Telephone Number (s) Best Time to Reach You Social Security Number

Position Applying For: _____

Please mark all positions for which you are interested:

Positions	Retail Facilities							Production Facilities			Business Administration	
	Ashland	South Medford	North Medford	Central Point	White City	Grants Pass	Klamath Falls	Grain Elevator	Ag Services	Bulk Petroleum	Purchasing & Distribution	Main Office
Cashier												
Retail Sales												
Stocking												
Service Yard												
Warehouse/Dock Loading												
Shipping/Receiving												
Truck Driving/Distribution												
Management												
Marketing/Advertising												
Administration												
Outside Sales												
Production												
Purchasing												

 Not Available at This Location

Please indicate your availability for work:

Because we are open 7 days a week, we look for applicants who are flexible and available to meet the needs of our customers.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start	Start	Start	Start	Start	Start	Start
End	End	End	End	End	End	End

How did you learn about Grange Co-op's Employment Opportunities?
 (Please Specify)

- Customer of Grange Co-op
- Friend or Family
- Word of Mouth
- Sign or Flyer in Stores
- Newspaper Ad
- Grange Co-op Website
- Job Fair
- Employee of Grange Co-op:
(Name) _____
- Other _____

What Are You Applying For?
 (Check All That Apply):

- Full Time Position
(40 Hours per Week)
- Part Time Position
(Flexible/Hours Vary)
- Intern/Student Position
(Flexible/Hours Vary)

Do you have the legal right to work in the United States? YES NO
(Proof of citizenship or immigration status will be required upon employment)

Are you 18 years of age or older? YES NO
(If not, you may be required to provide authorization to work)

Have you ever been employed with Grange Co-op before? YES NO

Are you currently employed? YES NO

May we contact your present employer? YES NO

On what date will you be available for work? _____ / _____ / _____

Are you currently on "lay-off" status or subject to recall? YES NO

Can you travel if the job requires it? YES NO

Have you been convicted of a felony or misdemeanor, other than a minor traffic infraction, within the last 7 years? *(if yes, please explain):* YES NO

Are you related to any Grange Co-op employees or directors? *(please list):* YES NO

If YES, to whom? _____

Describe your experience in retail or manufacturing that you could apply to a position within our company:

Describe other experience you have and how it relates to your career interests with Grange Co-op:

Describe any specialized training, apprenticeship, skills, foreign language skills and extra-curricular activities you have been involved in:

List professional, trade, business, or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

Please summarize your experience in the following areas: Farm & Ranch, Feed, Fertilizer & Chemicals, Lawn & Garden, Petroleum Products, Pets and Pet Supplies. What knowledge do you have in these areas that would contribute to a position with Grange Co-op?

Please indicate all specialized skills and equipment you are certified in operating:

- Operating a register
 MS PowerPoint
 Database Programs
 Commercial Driving (CDL)
 MS Word
 MS Outlook
 Business Operating Systems
 Forklift
 MS Excel
 Phone Reception
 Manufacturing Equipment
 Pallet Jack

Please indicate your educational experience:

School	Name and Address of School	Check Last Year Completed				Did You Graduate	List Diploma or Degree
		9	10	11	12		
High School		9	10	11	12		
College		1	2	3	4		
Graduate School		1	2	3	4		
Other (Specify)		1	2	3	4		

Please list your employment history (starting with most recent first):

➔ Company Name _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Supervisor _____ From: _____ To: _____ \$ _____
 Employment Period _____ Hourly Rate/Salary _____

Position _____ Reason for Leaving _____

Describe the Work You Did _____

➔ Company Name _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Supervisor _____ From: _____ To: _____ \$ _____
 Employment Period _____ Hourly Rate/Salary _____

Position _____ Reason for Leaving _____

Describe the Work You Did _____

→ Company Name _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Supervisor _____ From: _____ To: _____ \$ _____
 Employment Period _____ Hourly Rate/Salary _____

Position _____ Reason for Leaving _____

Describe the Work You Did _____

→ Company Name _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Supervisor _____ From: _____ To: _____ \$ _____
 Employment Period _____ Hourly Rate/Salary _____

Position _____ Reason for Leaving _____

If you need additional space, please continue on a separate sheet of paper.

Have you given required notice to all past employers? YES NO

If NO, please explain: _____

Please read and acknowledge:

I understand that Grange Co-op conducts drug screens prior to employment with the company. I understand that I have 24 hours to complete the drug screen. At the time of the drug screen, I must provide valid photo identification. I understand that failure to comply with the pre-employment drug screen, or failure to provide the necessary identification will result in a withdrawal of the offer of employment by Grange Co-op. Furthermore, I understand that I will not be eligible to reapply with Grange Co-op for a period of 12 months.

Applicant's Initials

I authorize Grange Co-op to conduct an investigation of my past as a part of their pre-employment screening process. I understand that the scope of the investigation may include, but is not limited to: verification of my social security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records. I understand that, pursuant to the federal Fair Credit Reporting Act (FCRA), if any adverse action is to be taken based upon the background investigation, a copy of the report and a summary of my rights as a consumer will be provided to me.

Applicant's Initials

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of 90 days. I understand that to be considered beyond this time period I must submit a new application. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Grange Co-op is of an "at will" nature, which means that I may resign at any time and Grange Co-op may discharge me at any time with or without cause. It is understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such changes are specifically acknowledged in writing and authorized by an executive of Grange Co-op. In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge. I understand that I am required to review and understand all rules and regulations established by Grange Co-op. I understand that unless otherwise stated in an employment contract, Grange Co-op may change, withdraw, and interpret policies, including wages, hours, and working conditions, as it deems appropriate.

Applicant's Initials

Signature of Applicant

Date