

# Application for Employment



Canyon Market's policy is to fill every position without regard to considerations made un-lawful by federal, state or local laws, such as race, color, religious creed, sex, marital status, age over 40, national origin, ancestry, physical or mental disability, sexual orientation, medical condition, or any other consideration made unlawful by federal, state or local laws. Canyon Market is an equal opportunity employer and selects employees on the basis of ability, experience, training, and character. Please contact an Owner if you have any questions or complaints regarding this policy.

## Basic Information

Date: \_\_\_\_\_

(Last)	(First)	(Middle)
Name _____		
Address _____		
City _____	State _____	Zip _____
Home phone ( ) _____	Work phone ( ) _____	Cell Phone ( ) _____
Email _____		
Are you under 18? Yes / No _____		
Have you applied at Canyon Market before? Yes / No _____ If yes, when: _____		
Are you acquainted with anyone who is or was employed by Canyon Market? Yes / No _____		
If yes, who: _____		
How did you hear about Canyon's employment opportunities? _____		
<b>Emergency Contact:</b>		
Name: _____	Phone Number: _____	Relationship to you: _____
<b>Please Note:</b> <i>If English is not your native language, please ask us for assistance.</i> Si Ingles no es su idioma natal, por favor pida asistencia.		

## Additional Questions

If hired at Canyon Market, you may be assigned to various duties. Can you perform the essential functions of the job you are applying for without reasonable accomodations? Yes / No _____
Is there any work you will not perform? Yes / No _____
Have you ever been convicted of a felony or a misdemeanor? ( <b>Do not</b> include any conviction under California Health & Safety Code Sections 11357(a) or (b), 11360(c), 11364, 11365, or 11550 related to marijuana dated more than two years ago, or any post-trial diversion program, or any legally expunged conviction.) Yes / No _____
Are you currently awaiting trial for any criminal offense? Yes / No _____
Have you ever initiated an act of violence in your workplace? Yes / No _____
A "yes" answer above will not necessarily disqualify you. Please explain any "yes" answer fully so that individual circumstances can be considered. Use additional paper if needed. _____
If employed, can you produce verification of your legal right to work in the United States? Yes / No _____ (New employees are required to produce documents that verify their legal right to work in the United States and to declare under penalty of perjury that these documents are their own and genuine.)

# Your Interest in Canyon Market

What type of position are you applying for? Cashier / Deli Sales / Cooking / Janitorial / Coffee Bar / Other (please specify) \_\_\_\_\_

Number of hours you'd like to work: \_\_\_\_\_ What date could you start? \_\_\_\_\_

When would you like to work? (Please circle one or more.)

**Early mornings** (produce, coffee, bakery) / **Mornings** / **Days** / **Evenings** / **Weekends**

Do you have any scheduling conflicts (classes, other jobs, etc.)? Yes / No

If yes, please list the days and times: \_\_\_\_\_

Have you ever visited Canyon Market before? Yes / No      If yes, please describe your experience:

What unique qualifications, skills, experience or interests do you bring to Canyon Market?

**Check all that apply to you in answer to this question: "I can..."**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> pay attention to details       | <input type="checkbox"/> handle transferring phone calls | <input type="checkbox"/> converse nicely with strangers |
| <input type="checkbox"/> work under stress and pressure | <input type="checkbox"/> multi-task all day              | <input type="checkbox"/> work with electronic scales    |
| <input type="checkbox"/> work on a cash register        | <input type="checkbox"/> lift things that are 50 lbs.    | <input type="checkbox"/> work as a team member          |

Any other skills you would like to mention:

Describe a situation when you received or provided excellent customer service.

What experience or knowledge do you hope to gain by working at Canyon Market?

What will your references most likely say about your best qualities?

## Applicant Investigation Policy

Canyon Market recognizes the importance of maintaining a safe workplace with employees who are qualified, honest, trustworthy, reliable and non-violent, and who do not present a risk of harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring a person, Canyon Market reserves the right to investigate the applicant's employment history, personal references and educational background, as well as other relevant information that is reasonably available to Canyon Market. In hiring for certain positions, Canyon Market may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign an agreement requesting, authorizing and consenting to release of information to Canyon Market and releasing all concerned from liability for disclosure of information. Consistent with legal requirements, Canyon Market reserves the right to exclude any applicant from consideration for employment if the applicant refuses to sign this agreement as requested.

Canyon Market's policies regarding Company property, security, privacy, and searches, and its drug-free workplace policy, provide further information about Canyon Market's discretion to investigate employees and mandatory employee reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting the Company.

# Employment

Please give an accurate, full-time and part-time employment record. Start with your present or most recent employer.

<b>1</b>	Employer _____	Telephone _____
	Address _____	
	Position Title _____	Supervisor's Name and Title _____
	Hourly Rate / Salary _____	Employment (Month / Year) _____
	Starting _____ Final _____	From _____ To _____
	Describe the work you did (include skills you could apply at Canyon Market).	
May we contact this employer? <b>Yes / No</b> If not, why not?		

<b>2</b>	Employer _____	Telephone _____
	Address _____	
	Position Title _____	Supervisor's Name and Title _____
	Hourly Rate / Salary _____	Employment (Month / Year) _____
	Starting _____ Final _____	From _____ To _____
	Describe the work you did (include skills you could apply at Canyon Market).	
May we contact this employer? <b>Yes / No</b> If not, why not?		

<b>3</b>	Employer _____	Telephone _____
	Address _____	
	Position Title _____	Supervisor's Name and Title _____
	Hourly Rate / Salary _____	Employment (Month / Year) _____
	Starting _____ Final _____	From _____ To _____
	Describe the work you did (include skills you could apply at Canyon Market).	
May we contact this employer? <b>Yes / No</b> If not, why not?		

# Education

High School	Name and Address: _____
	Did you graduate? <b>Yes / No</b> Course of study / degree: _____
College / Vocational	Name and Address: _____
	Did you graduate? <b>Yes / No</b> Course of study / degree: _____
Other	Name and Address: _____
	Did you graduate? <b>Yes / No</b> Course of study / degree: _____

## Professional References

Please give the names of three (3) persons whom you have known for at least one (1) year and who have direct knowledge of your work skills and history. (Do not include any relative unless the relative was your employer or manager and is so identified.)

Name	Tel.	E-mail	Business	How Long Acquainted?
------	------	--------	----------	----------------------

---

---

I, the undersigned, authorize the above-named references to respond to Canyon Market's request for confirmation of the information in this application, and for information about my skills, work history, reliability, honesty and any tendency to behave violently or in an unsafe, harmful or threatening matter. I hereby release each of the above-named references from all liability arising from their responses.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

## Release of Liability Clause

I request and authorize investigation by Canyon Market of all statements contained in this application. I understand that falsification (including misrepresentation or omission of facts called for) will result in immediate removal of my application from consideration or immediate discharge from employment arising from this application regardless of when such falsification is discovered. I request and authorize Canyon Market to secure information related to this application and my experience, certification and/or licensure from former employers, educational institutions, sources of certification or licensing, and governmental/judicial agencies. I authorize those parties to provide such information to Canyon Market and release them and Canyon Market from any liability arising from doing so. I specifically request, authorize and consent to Canyon Market's thorough investigation of whether I have a record of criminal convictions, and if so, the nature of such criminal convictions and all surrounding circumstances available through lawful means.

Canyon Market has advised me that its criminal background check will focus on convictions and that a criminal record will not necessarily disqualify me from employment. I request, authorize and consent to the foregoing parties to provide the requested information to Canyon Market and release them and Canyon Market from any liability arising from doing so.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

## Applicant's Certification and Agreement *(Please read carefully and sign)*

If I am employed at Canyon Market, I agree to conform to the rules and regulations of Canyon Market and understand and agree that, except for at-will employment status, my wages, hours, working conditions, job assignment(s) and compensation rate(s) are subject to change by Canyon Market. If employed, I understand that my employment can be terminated at will, with or without cause and with or without notice, at any time at the option of Canyon Market or myself. I understand that, other than the Owners of Canyon Market, no manager, supervisor or representative of Canyon Market has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to at-will employment; only the Owners of Canyon Market have the authority to make any agreement contrary to the foregoing and then only in writing.

My signature below certifies that, if I am employed by Canyon Market, I agree to the employment at-will relationship and agree to be bound by the terms and conditions of employment stated in this. This application contains all the understandings and agreements between me and Canyon Market concerning the nature of employment, if any, by Canyon Market and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and Canyon Market. I understand and agree that no agent or employee of Canyon Market may modify, delete, vary, or contradict, whether orally or in writing, the terms and conditions of employment set forth above.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Social Security Number