**THE WHOLE WHEATERY – A Great Place to Shop and Work**

Welcome to The Whole Wheatery. Our store is a truly unique and exciting place to shop and a special and rewarding place to work. The following is a brief summary about who we are and what we do to help serve our valued customers, our staff, and support the community we serve!

The Whole Wheatery was founded in April of 1983 by Cheryl and Frank Hughes.

Before The Whole Wheatery opened its doors, local shoppers essentially had nowhere to go for a convenient one-stop shopping trip if their diet required speciality foods, organic foods, supplements and natural body care. Educating our community on these products and services is the foundation of The Whole Wheatery.

In addition to offering our shoppers choice The Whole Wheatery’s underlying goal is to excel in providing a pleasurable environment for our customers and staff. The store itself has been widely praised for its “comfortable” ambiance, cleanliness, attention to detail, and of course, Superior Customer Service.

That’s where the magic happens and the part of our store’s mission that sets us apart from the rest. Our staff is trained to perform many duties throughout the operation, but the most important expectation is that we exceed each valued customer’s right to and expectations of attentive, friendly, superior service. Nothing is more important to The Whole Wheaterys’ collective success!

Although The Whole Wheatery is in fact a corporation for legal and financial reasons, we are a one store operation, based here in Lancaster, committed to maximizing the potential of our existing location.

Whole Wheatery staff is given every opportunity to prove that their skills and work ethic qualify them to share in the Whole Wheatery experience. Efforts by our staff to excel in every facet of their daily duties help to determine future opportunity and success. We expect, and appreciate, that everyone will contribute to their full capacity and in turn such efforts and contribution will be recognized and rewarded. We sincerely appreciate and thank you for your interest in employment The Whole Wheatery.

**OUR MISSION STATEMENT**: The mission of The Whole Wheatery is to educate our customers on a healthy lifestyle, teach them what is available to support good health and longevity by offering a broad choice of quality products, superior service and exceptional ambiance, while contributing to the community we serve.

## Before you fill out this application, please read the following:

The Whole Wheatery has developed a reputation as the premiere natural foods store and restaurant in our area. We offer our customers the finest foods in an incomparable atmosphere. We are looking for staff members who contribute to those qualities that set The Whole Wheatery apart. We are looking for people who want more than a job... we are interested in people who are anxious to work hard to prove themselves and exceed our standards. We want people that will adopt the lifestyle and help educate the community on the value of the product selection we endorse. Please fill out this application completely. If you have a resume and have not previously submitted it, please include it with this application. We hold resumes and applications for six months. If you are being considered for a position, you will be contacted by us. Thank you for your interest in The Whole Wheatery.

**The Whole Wheatery**

EMPLOYMENT APPLICATION

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name Phone Number

No. & Street City State Zip Code

Position for which you are applying

Date you can start\_ How did you find this opening?

Have you ever applied to or worked for The Whole Wheatery before? Yes No

If yes, when?

Do you have friends or relatives working for The Whole Wheatery? Yes No

If yes, state name(s) and relationships:

*We may refuse to hire relatives of present team members if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.*

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you at least 18 years old? Yes No (If under 18, hire is subject to verification that you are of minimum legal age.)

Your availability, circle all those that apply: *Weekdays Weekday Evenings*

 *Weekends Weekend Evenings*

What is your wage requirement? $

## List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

**Current/Most Recent Employer** Hire Date End Date

Address & Street City State Zip Code

Your position Your duties

 $ $ Your Supervisor’s Name Starting Pay Ending Pay

 YES\_ NO\_ Reason for Leaving May we contact this employer for a reference?

**Previous** Employer Hire Date End Date

Address & Street City State Zip Code

Your position Your duties

 $ $ Your Supervisor’s Name Starting Pay Ending Pay

 YES\_ NO\_ Reason for Leaving May we contact this employer for a reference?

**Previous** Employer Hire Date End Date

Address & Street City State Zip Code

Your position Your duties

 $ $ Your Supervisor’s Name Starting Pay Ending Pay

 YES NO\_ Reason for Leaving May we contact this employer for a reference?

Do you have any commitments to another employer that might affect your employment with us?

 Yes No If yes, please describe

Do you have any other commitments (i.e. school, training programs, etc.) that would prevent you from working at specific times? Yes No If yes, please give times you are NOT available

Do you have any future plans or commitments that might interfere with your schedule at The Whole Wheatery? Yes No If yes, please describe\_

What is the maximum number of hours per week you would work? Minimum hours?

What other areas of the store would you be interested in working other than the one for which you are currently applying? \_

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? \_ Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

Do you speak, write or understand any foreign languages? Yes No If yes, please describe:

When we check your references, what do you think would be named as your greatest strength?

 What would be your greatest weakness or area for most growth?

If you have ever been a customer at The Whole Wheatery, describe what you enjoyed most about the experience:

Please describe how your previous work experience has prepared you for a position with The Whole Wheatery:

The pace is often very fast at The Whole Wheatery and situations can be challenging and/or stressful. Why do you believe you can work well under these conditions?

What two qualities make you an outstanding candidate for this position?

## Please provide 3 business reference, preferably supervisors or previous employers. Please verify in advance that these numbers are accurate.

 \_( )

Name Relationship Phone Number

#  \_( )

Name Relationship Phone Number

#  \_( )

Name Relationship Phone Number

## Please Read Carefully, Initial Each Paragraph and Sign Below

 I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application.

 I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

 I hereby authorize The Whole Wheatery to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release The Whole Wheatery, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

 I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and The Whole Wheatery. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or The Whole Wheatery, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the designated The Whole Wheatery representative.

## Applicant's Signature Date