



COMMUNITY COMMITTED | AGRICULTURALLY DRIVEN

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