Task Title: Grocery Store Job Application

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will enter basic information into a job application form.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.1a

Materials Required:

- Pen/pencil and/or digital device

Learner Information

Many companies ask prospective employees to fill out a job application. For stores with multiple shifts or departments, people may be asked to select times they are available for work or departments that interest them.

Scan the “Zehrs Application Form”.

zehrs

PLEASE TEAR OFF AND RETAIN THIS PORTION FOR YOUR INFORMATION.

Please complete both sides of the application form. Resumés may be attached, but we will still require that all details of the application form be completed.

MORE INFORMATION ON REVERSE

zehrs

A DIVISION OF ZEHRMART INC.
1 President's Choice Circle
Brampton, Ontario L6Y 5S5

zehrs

APPLICATION FOR STORE EMPLOYMENT

LAST NAME | FIRST NAME | MIDDLE INITIAL | (AREA CODE) TELEPHONE #

ADDRESS | APT. # | CITY | POSTAL CODE

AVAILABILITY - Please **INDICATE THE TIME** that you are available to work. (Start & Finish Time)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
-	-	-	-	-	-	-

Are you a student or non-student? Student ☐ Non-Student ☐

Are you available to work a variety of shifts on a regular basis? Yes ☐ No ☐ (Please specify below)

Days: Yes ☐ No ☐
Evenings: Yes ☐ No ☐
Weekends: Yes ☐ No ☐
Night Shift: Yes ☐ No ☐

Comments: _____

Please indicate the departments in which you are interested in working:

☐ Any Department	☐ Floral	☐ Dairy	☐ Hot Deli	☐ Produce
☐ Cashier	☐ Grocery	☐ Pharmacy	☐ Salad Bar	☐ Photolab
☐ General Merchandise	☐ Bulk Food	☐ Seafood	☐ Health & Beauty	☐ Night Crew
☐ Front- End Packer	☐ Bakery	☐ Cold Deli	☐ Meat	☐ Health Foods
☐ Community Room	☐ Bean Roast	☐ Cosmetics	☐ Other _____	

Do you have any specific skills, trades or experience in any of these departments? Please describe:

_____

_____

Have you ever been convicted of a criminal offense for which a pardon HAS NOT been granted? Yes ☐ No ☐

Are you legally entitled to work in Canada? Yes ☐ No ☐

Are you between the ages of 15 and 65? Yes ☐ No ☐

What source referred you to this company? _____

To which location are you applying? _____

Would you be willing to work at any other location(s) ? Please specify: _____

Date available to begin work : _____ Have you ever worked for any Loblaw Companies Ltd. banners or affiliates (eg. Loblaws, Zehrs, Fortinos, No Frills, YIG, RCSS, Atlantic Superstore, National Grocers, Provigo)?

Yes ☐ No ☐ If yes, specify date of employment From: _____ To: _____

Company & Location: _____

Department: _____ Position: _____ Supervisor: _____

PLEASE COMPLETE REVERSE →

Thank-you for your interest in pursuing opportunities with Zehrs. We carefully screen, review and retain all applications for a period of six months. Due to the volume of applications received, we do not respond to telephone inquiries regarding the status of applications. If you have not been contacted, you may assume the position has been filled or there are no present vacancies, however, your resume will be maintained for future reference.

Zehrs hires part-time employees only. All full-time positions are posted within the company (exceptions for new stores only). Zehrs is a unionized company and there is no guarantee of part-time hours because hours are scheduled by seniority.

Zehrs may require you to work Sundays once you have declared your availability for Sunday work at the time of your hire.

Please be prepared to provide two references should you obtain an interview.
Again, we appreciate your interest in our company and stores.

Employee Development & Services Department
Zehrs

- -

Why do you want to work for Zehrs? _____

_____

Describe what a customer means to you? _____

_____

EMPLOYMENT HISTORY: Please list in order, your three most recent jobs OR those jobs most related to the position you are applying for.

Name & Address of Employer_____
Job Title: _____ Period of Employment: From_____ To _____
Salary:_____ Reason For Leaving: _____
Supervisor Name: _____ Phone Number: _____
Functions/Responsibilities: _____

Name & Address of Employer_____
Job Title: _____ Period of Employment: From_____ To _____
Salary:_____ Reason For Leaving: _____
Supervisor Name: _____ Phone Number: _____
Functions/Responsibilities: _____

Name & Address of Employer_____
Job Title: _____ Period of Employment: From_____ To _____
Salary:_____ Reason For Leaving: _____
Supervisor Name: _____ Phone Number: _____
Functions/Responsibilities: _____

EMPLOYMENT REFERENCE:

For employment references, may we contact your present / last employer? Yes ☐ No ☐
For employment references, may we contact your former employer(s)? Yes ☐ No ☐

EDUCATIONAL BACKGROUND:

Highest Primary/Secondary educational grade level completed _____

Post Secondary Education			Course Taken	Certificate/Degree Obtained
University	Yes ☐	No ☐		
Business College	Yes ☐	No ☐		
Trade School or Vocational School	Yes ☐	No ☐		
Correspondence Course(s)	Yes ☐	No ☐		

TO BE READ AND SIGNED BY THE APPLICANT

By signing this form, I consent to the Company using my personal information provided in this application for purposes relating to my hiring and, if hired, for purposes relating to my continued employment such as the administration of payroll, pension and employee benefits. I also consent to the Company disclosing only as much of this personal information as may be needed by third parties who provide services to the Company in connection with my employment, such as payroll, pension and benefits administration. I further consent to the collection, use and disclosure of any personal information provided to the Company for purposes relating to my continued employment, where required.

I understand that my personal information will be kept confidential and secure. I hereby authorize the Company to obtain a report or other written or verbal communication about me, for consideration in connection with my application for employment and to obtain credit and/or criminal record checks, where required.

I verify that all statements made in this application form, and those given during my employment interview(s) are true and correct and understand that any false statement shall disqualify me from employment or shall be considered just cause for my termination from employment.

Upon declaring my availability for Sunday work at the time of my hire, I understand that one of the conditions of my employment is to work on Sundays when required.

I hereby declare that the foregoing information is true and complete to my knowledge.
I understand that a false statement may disqualify me from employment, or be cause for my dismissal.

Signature: _____ Date: _____ Approved by: _____

CONDITIONAL OFFER

If you have been provided with a verbal offer of employment, please note that such offer is conditional on you answering the question below and our medical department being satisfied that it is safe for you to handle food.

As food safety is a very important matter for our business, please advise us whether you presently have or ever had a communicable disease that would impair your ability to handle food: YES _____ NO _____ If you answered **YES**, please note that our medical department will have to discuss this matter with you in greater detail so that we can determine whether it would be safe for you to handle food.

Signature: _____ Date: _____

FORM #:P1 ADV #166 - (JOB APPLICATION 10/05) Revised October 2005

Work Sheet

Task 1: Fill out the following sections of the application form using your own information, availability and preferences:

- **Name, phone number and address**
- **Shift availability**
- **Departments of interest (select at least two)**
- **Previous experience**
- **Educational background**

If you are uncomfortable using your own information, fill out the application form using the following information:

- **Andrea Thompson, 519-555-1234, 246 Main Street Goderich Ontario N2Z 121**
- **Available to work: Saturday and Sunday 8am-5pm**
- **Not available to work a variety of shifts**
- **Interested in: Seafood, cold deli, meat**
- **Previous work experience at a local coffee shop preparing food and serving customers**
- **High School completion (OSSD) in 2023**

Answer: No written response required here.

Task completed: Yes: ☐