



Date rec'd _____
 At store# _____
 Rec'd by _____
 EEID
 (If Hired)

AP

PERSONAL INFORMATION

Please complete all information. Use ink and print clearly, so we can get to know you!

Last Name

First Name M.I.

Current Address _____ City/State/Zip _____

Telephone # () _____ Other # () _____ Email _____

Prior Address _____

Other Names (so that we may verify your employment history) _____

Are you legally authorized to work in the US? YES NO

Federal law requires you to produce within 3 business days of hire specific documents establishing your identity and authorization for employment in the US.

Are you under 18 years of age? YES NO Have you ever worked for Trader Joe's before? YES NO

EMPLOYMENT HISTORY

Please account for the last 5 years, starting with the most recent. Complete even if you are attaching a resume.

May we contact your current employer? YES NO

COMPANY NAME	EMPLOYMENT DATES From To
Address _____ Phone# _____	Ending Salary _____
Title _____	Supervisor's Name _____
What kind of work did you do? _____	Why did you leave? _____

COMPANY NAME	EMPLOYMENT DATES From To
Address _____ Phone# _____	Ending Salary _____
Title _____	Supervisor's Name _____
What kind of work did you do? _____	Why did you leave? _____

COMPANY NAME	EMPLOYMENT DATES From To
Address _____ Phone# _____	Ending Salary _____
Title _____	Supervisor's Name _____
What kind of work did you do? _____	Why did you leave? _____

EDUCATION & SKILLS

High School: Name _____ City _____ State _____

Circle highest grade completed: 9 10 11 12 GED Are you still attending? YES NO

College/Technical or Trade school/or other education/training (List all whether or not degree was obtained)

Name	Address	Dates	Major	Minor	Degree completed

Describe any abilities, experience, or aptitude that you believe would be helpful in your job

[Click here to learn more about Trader Joe's application.](#)

JOB INTEREST

How many hours per week would you like to work?

How did you hear about Trader Joe's?

YOUR AVAILABILITY

How soon could you start working for Trader Joe's?

Our shifts start as early as 5:00 a.m. and end as late as 12:00 midnight. What is your availability?



	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
EARLIEST TIME							
LATEST TIME							

SECURITY

HAVE YOU EVER BEEN CONVICTED OF (OR PLEADED GUILTY OR NOLO CONTENDERE TO) A CRIME? (Do not answer these questions until you have read the state specific information below.)

YES NO No. of Times _____

DID THE CONVICTION(S) (OR GUILTY OR NOLO CONTENDERE PLEA) RESULT IN IMPRISONMENT?

YES NO No. of Times _____

EXPLAIN EACH CONVICTION (AND GUILTY OR NOLO CONTENDERE PLEA) FULLY. (A conviction or guilty or nolo contendere plea will not necessarily disqualify an applicant, but it may affect your suitability for some positions.)

California Applicants: California Applicants: Exclude minor traffic violations, sealed or juvenile convictions, expunged or statutorily eradicated records, and misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to California Penal Code § 1203.4. Also exclude marijuana-related convictions occurring 2 or more years ago for violations of California Health & Safety Code § 11357(b) or (c), or of Sections 11360(b), 11364, 11365, or 11550 as they related to marijuana prior to January 1, 1976. Exclude convictions or any information concerning a referral to, and participation in, any pre-trial or post-trial diversion program. Connecticut Applicants: Do not disclose the existence of any arrest, criminal charge or conviction in which the records have been erased (such as records pertaining to a finding of delinquency, or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled, a criminal charge for which you have been found not guilty, or a criminal charge for which you received an absolute pardon.). If your records have been erased you are deemed to have never been arrested with respect to the erased proceedings and may so swear under oath. District of Columbia Applicants: Respond only for convictions in the last ten years. Georgia Applicants: Exclude discharges under the First Offender law without a court adjudication of guilt. Massachusetts Applicants: Do not complete this section. Minnesota Applicants: Do not complete this section. New York Applicants: If you are refused employment and have been previously convicted of one or more criminal offenses, you may request and receive from Trader Joe's, within 30 days of request, a written statement of reasons employment was denied. Oregon Applicants: You will be notified accordingly if Trader Joe's requests criminal offender information from the Dept. of State Police. Pennsylvania Applicants: Do not complete this section. Rhode Island Applicants: Do not complete this section. Washington Applicants (in Seattle): Do not complete this section. Washington Applicants (outside of Seattle): Respond only for convictions in the last 10 years.

TERMS OF HIRE

PLEASE READ CAREFULLY BEFORE SIGNING:

I read and understand the Position Description and can perform the essential functions with or without a reasonable accommodation.

I authorize Trader Joe's to make any necessary investigations into my personal history and authorize any former employer, educational institution, law enforcement agency, government agency, financial institution, or other person having personal knowledge about me to supply Trader Joe's or its agents with any information concerning my background. I release from liability and hold harmless any individual or agency supplying this information to Trader Joe's or its agents. I have received a Notice of Disclosure Under the Fair Credit Reporting Act. I understand that before any adverse action is taken based on information obtained in the report(s), Trader Joe's will provide me with a copy of the report(s) and a description in writing of my rights under the Fair Credit Reporting Act. I answered every question on this application completely, truthfully and correctly. I understand that if I am hired and any of the information I provided is found to be untruthful, misstated, or purposely omitted, I could lose my job. I understand bonding is a condition of hire.

I understand that this application is not an offer, promise, or contract of employment, either expressed or implied. My employment would be "at will" and could be terminated by either Trader Joe's or me at any time, with or without notice or cause.

APPLICANT'S SIGNATURE (Void unless signed and dated)

DATE

MARYLAND APPLICANTS ONLY: I acknowledge that I have been advised that **UNDER MD LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.** **MASSACHUSETTS APPLICANTS ONLY:** I acknowledge that I have been advised that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

APPLICANT'S SIGNATURE (Void unless signed and dated)

DATE

Your application will be considered active for 14 days. For consideration after that, you must submit a new application.

AN EQUAL OPPORTUNITY EMPLOYER: We are an equal opportunity employer and do not discriminate based upon race, color, religion, sex, sexual orientation, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age (over 40), physical or mental disability, medical condition (cancer-related), gender identity or expression, genetic information including sickle cell or hemoglobin C trait, or any other consideration made unlawful by applicable federal, state, or local law.

TRADER JOE'S

CREW JOB DESCRIPTION

At Trader Joe's...unyielding Integrity is required of us all.

The most important role for the Crew is to deliver a WOW Customer Experience. The Crew creates a fun, warm and friendly shopping experience throughout the store. They share their product knowledge and enthusiasm with customers by answering questions, offering suggestions, and walking customers to products. The Crew makes sure our customers know they are welcome and cared for. The Crew are assigned to the following teams based on the daily needs of the store: Customer Experience Team, Product Team, Store Opening Team, and Store Closing Team. The Crew move between teams based on functional need.

The Crew demonstrate their commitment to our Values Guide by performing the following duties under direction of Captains and Mates:

Engages customers by:

- Greeting them, making eye contact, smiling, and saying hello.
- Educating self about products in order to share this knowledge.
- Answering questions and enthusiastically helping customers find items.
- Offering suggestions for meals and entertaining.
- Operating the cash register in a fun yet efficient manner, being respectful of customers' time.
- Bagging groceries with care.
- Helping customers out to their cars when needed.
- Promptly getting back to customers who have questions that need follow up.

Prepares the store for customers by:

- Receiving, unloading and verifying deliveries.
- Stocking shelves, regularly rotating product and recording spoils and returns.
- Building eye catching, informative merchandise displays.
- Exercising proper food handling procedures.
- Making the store shine - cleaning floors, bathrooms, break rooms.
- Collecting shopping carts and performing appropriate parking lot and store maintenance and upkeep.

Works as part of a team by:

- Being friendly, courteous and respectful of fellow crew members – having a positive attitude.
- Working with a sense of urgency within designated time frames.
- Seeking out new assignments and responsibilities.
- Discovering ways to improve processes.
- Arriving to work on time and ready to work at the start of their shift.
- Understands the importance of safety while performing all duties.

Additional duties may include performing the Helms role, working in the Demo station, creating signs or artwork, or ordering product as a Section Leader. All tasks are important and build upon our commitment to welcome and WOW! our customers. It is important that each crew member contributes to a great customer experience by participating in all aspects of the job.

The Crew work standing and walking throughout their shift. They use repetitive hand movements, and frequently lift weights up to 25 pounds. The Crew may occasionally lift weights from 10-50 pounds, to heights of 10 to 72 inches. They may also maneuver a 2-wheeled hand truck loaded with products weighing up to 200 pounds. Portions of the shift may be performed in temperatures around or below freezing. There may be abrupt temperature changes as the Crew moves from one environment to another. We deem regular and punctual attendance an essential part of the job.

Education: High school graduate preferred.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.
 In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

CORI POLICY
(Applicable only to crew members who work or reside in Massachusetts)

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

- I. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If Trader Joe's is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's **Information Concerning the Process in Correcting a Criminal Record**. If the CORI record provided does not exactly match the identification information provided by the applicant, (organization name) will make a determination based on a comparison of the CORI record and documents provided by the applicant. The (organization name) may contact CHSB and request a detailed search consistent with CHSB policy.
- VII. If Trader Joe's reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - a. Relevance of the crime to the position sought;
 - b. The nature of the work to be performed;
 - c. Time since the conviction;
 - d. Age of the candidate at the time of the offense;
 - e. Seriousness and specific circumstances of the offense;
 - f. The number of offenses;
 - g. Whether the applicant has pending charges;
 - h. Any relevant evidence of rehabilitation or lack thereof;
 - i. Any other relevant information, including information submitted by the candidate or requested by the hiring authority
- VIII. Trader Joe's will notify the applicant of the decision and the basis of the decision in a timely manner.