



Date Rec'd \_\_\_\_\_

At store # \_\_\_\_\_

Rec'd by \_\_\_\_\_

CMID (If Hired) [Grid of 10 boxes]

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

**PERSONAL INFORMATION**

Last Name [Grid]
First Name [Grid] M.I. [Grid]

Current Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Other # ( ) \_\_\_\_\_ Email \_\_\_\_\_

Prior Address \_\_\_\_\_

Preferred Name \_\_\_\_\_

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

Are you under 18 years of age? YES [ ] NO [ ] Are you a previous Trader Joe's crewmember? YES [ ] NO [ ]

**EMPLOYMENT HISTORY**

Please account for the last 5 years, starting with the most recent. You may also include any verifiable volunteer work.

COMPANY NAME EMPLOYMENT DATES From To
Title
What kind of work did you do? Why did you leave?

COMPANY NAME EMPLOYMENT DATES From To
Title
What kind of work did you do? Why did you leave?

COMPANY NAME EMPLOYMENT DATES From To
Title
What kind of work did you do? Why did you leave?

**EDUCATION & SKILLS**

Name of last school attended \_\_\_\_\_ Field of Study \_\_\_\_\_ Highest Grade/Degree \_\_\_\_\_

Are you still attending? YES [ ] NO [ ]

**QUESTION**

Why do you want to work at Trader Joe's?
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

**JOB INTEREST**

How many hours per week would you like to work?

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Best time to contact:

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**YOUR AVAILABILITY**

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

Shifts vary by store, starting as early as 4:00 a.m. and ending as late as 12:00 midnight. Please confirm the shift schedule needed at your store.

What is your availability?

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
EARLIEST TIME							
LATEST TIME							

Additional Availability Information

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

APPLICANT'S SIGNATURE (Void unless signed and dated)

DATE

**MARYLAND APPLICANTS ONLY: I UNDERSTAND THAT UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT ANY INDIVIDUAL SUBMIT TO OR TAKE A POLYGRAPH 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 understand 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 paper application will be considered active for 14 days. For consideration after that, you may join our online talent pool at [www.traderjoes.com/careers](http://www.traderjoes.com/careers)*

**AN EQUAL OPPORTUNITY EMPLOYER:** Trader Joe's is an equal opportunity employer and does not discriminate based upon race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation, and any other status protected by state or federal 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 unsaleables 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.

**TRADER JOE'S**  
**EQUAL OPPORTUNITY INFORMATION**  
**Invitation to Self-Identify**

Trader Joe's is an equal opportunity employer and does not discriminate based upon race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation, and any other status protected by state or federal law.

Trader Joe's is subject to certain recordkeeping and reporting requirements under state and federal anti-discrimination laws. While you are not obligated to complete the form below, we would appreciate if you did so. The information requested in this form will be used to comply with state and federal legal requirements and will be kept strictly confidential. This form is not part of your Application for employment and none of the information disclosed in this form will be considered in any employment-related decision (including hiring). In addition, if you choose not to provide the information requested below your employment (including hiring) will not be impacted in any way. Thanks for your time and consideration.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Gender (check one):**     Male         Female         I choose not to disclose

**Ethnicity/Race (check one):**

- Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American:** a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or more races:** a person who primarily identifies with two or more of the above race/ethnicity categories.
- I choose not to disclose