

# Federal Way FARMERS MARKET

## EMPLOYMENT APPLICATION

APPLICANT INFORMATION											
Last Name			First			M.I.					
Street Address						Apartment/Unit #					
City				State		ZIP					
Phone			E-mail Address								
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Have you ever been convicted of a felony?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
EDUCATION											
High School			Address								
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College			Address								
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
REFERENCES											
<i>List two</i>											
Full Name			Relationship								
Company			Phone			( )					
Full Name			Relationship								
Company			Phone			( )					
May we contact this supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
PREVIOUS EMPLOYMENT											
Company			Phone			( )					
Address			Supervisor								
Job Title			Starting Salary		\$	Ending Salary		\$			
Responsibilities											
From		To		Reason for Leaving							
May we contact this supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
DISCLAIMER AND SIGNATURE											
I certify that my answers are true and complete to the best of my knowledge.											
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.											
Signature						Date					

Federal Way Farmers Market: PO Box 24795, Federal Way, WA 98093



## Job Description for Farmers Market Crew

Job description: Set-up and take-down of market canopies, table, chairs, helping out at the information booth and mini donut vendor.

Must be able to lift 30 - 40 pounds without physical problem

**\*\*\*VERY IMPORTANT: WHEN TAKING OUT ITEMS FROM THE TRAILER, DO NOT STEP OUT OF TRAILER WITH AN ITEM. PLACE THE ITEM DOWN, THEN STEP OUT, THEN PICK UP THE ITEM.**

### Rules:

- ✓ No open toed shoes: Sandals and Flip Flops not allowed
- ✓ (Paid) Must take a 10 minute break every 2 hours
- ✓ (Not paid) Must take 1 hour lunch break
- ✓ At the info booth, give out general information only. Refer specific info needed to manager or acting manager.
- ✓ Walk around and clean up lot every ½ hour
- ✓ Get to know the vendors and the vendors business name and products
- ✓ No sarcastic remarks to customers or vendors
- ✓ Create and maintain a friendly atmosphere
- ✓ Greet customers and thank them for coming to the market
- ✓ You are responsible for having a person cover for you when needed

### Detail:

Empty out utility trailer	Set up folding tables
Put out metal chairs	Set up canopies (with assistance)
Put out 4 trash cans with liners	Pedestrian signs
Put weights on all canopy legs	Take out and start generators

3 No soliciting signs  
Plastic flags to block parking areas from market  
Put out 9 hard (A frame) board signs (4 corners of intersection, and along roads)  
Run electrical cords from generator certain vendors  
Count and stamp 100-1000 WIC checks (June –October)  
Walk around market at various times and clean up  
Help with the Mini Donut booth set-up and help sell donuts  
Help vendors with quick breaks  
Help customers find a product, give them choices, not just one (if possible)  
Answer questions at info booth and help customers  
At 3pm, take everything down and put all inside of utility trailer