

# 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	