



**COSTCO WHOLESALE IS COMMITTED TO EXCELLENCE IN MEMBER SERVICE. OUR EMPLOYEES REFLECT THIS COMMITMENT.**

- We believe that Costco Wholesale provides a great shopping experience and is fun for our members and our employees.
- We believe that if you don't want to do your best, Costco Wholesale is not the place for you.
- We believe in hiring individuals with a high energy level and a positive attitude.
- We believe that our employees are the best in the retail industry.
- We believe in recognizing and rewarding positive behavior and performance.
- We insist on courteous, friendly and responsible behavior and performance.
- We believe "good enough" isn't.
- We believe in helping you achieve your personal and professional goals and are committed to promoting our supervisory and management positions primarily from within the company.
- We take pride in the appearance of our employees and have established grooming standards and dress codes to ensure the maintenance of a professional image.
- We pride ourselves on our safe working environment and have safety policies, which include substance abuse testing (when appropriate under state statutes) that protect every employee.
- We do perform previous employer reference checks and background checks, when appropriate under state statutes.
- We offer the best compensation and benefits package in the industry.
- We want you to work hard and have fun!

If this sounds like the environment for you, please fill out the application form on the following pages!

**Location Instructions: when you receive a completed application, *immediately* separate the last page (Applicant Identification Record) from the rest of the application. Please see the last page for additional instructions.**



PUERTO RICO APPLICATION FOR EMPLOYMENT  
(PLEASE PRINT PLAINLY)

Career Opportunity Preference Sheet

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Costco offers a variety of rewarding entry-level career opportunities. Please place an "X" in the "Select" column for the position(s) that best match your skills and abilities and for which you wish to apply.

*Note that Costco may not have open opportunities for each department or position you select.*

Select X	Typical Entry-Level Positions and Job Summaries	Usual work shift(s) may range from:
	<b>Merchandise Stocker</b> – Stocks and straightens merchandise for sale in various areas in the warehouse.	4:00 a.m. – 11:00 p.m.
	<b>Bakery Assistant</b> – Mixes, assists with baking, and wraps bakery items for sale. Clean up and inventory duties.	4:00 a.m. – 10:00 p.m.
	<b>Food Court Assistant</b> – Prepares and sells food and drinks to customers. Pulls and stocks supplies and ingredients, cleans kitchen area and eating area. Provides prompt and courteous member service.	4:00 a.m. – 10:00 p.m.
	<b>Gas Station Attendant</b> – Monitors gas pumps, cleans up spills, assists members, and responds to potential emergencies. Provides a high level of member service.	5:00 a.m. – 10:00 p.m.
	<b>Service Deli Assistant</b> – Prepares, packages and labels meals, entrees, salads, party trays, rotisserie chicken, ribs, sushi, and sliced meats and cheeses. Assembles take-and-bake pizzas.	5:00 a.m. – 10:00 p.m.
	<b>Cart Assistant</b> – Retrieves carts and flatbeds from parking area. Keeps lot area and front of building free of debris. Assists members in loading merchandise. Provides a high level of member service.	8:00 a.m. – 10:00 p.m.
	<b>Front End Assistant</b> – Packs member orders into boxes and transfers items to a separate cart for Cashiers. Performs clean-up, cart retrieval, merchandise restocking, and member assistance as directed. Provides a high level of member service.	8:00 a.m. – 10:00 p.m.
	<b>Member Service Assistant</b> – Actively greets incoming members, verifies membership card. Keeps entry counts. Performs warehouse safety and security checks. Checks member receipts at exit and thanks member. Provides a high level of member service.	8:00 a.m. – 10:00 p.m.
	<b>Membership Assistant</b> – Processes membership sign ups and renewals. Educates members and potential members about membership, warehouse, and credit programs. Provides a high level of member service.	8:00 a.m. – 10:00 p.m.
	<b>(Depot) Assistant</b> – Loads, unloads, and pallet stacks goods from trucks and conveyor lines. Moves goods using manual pallet jack. Cleans depot, checks and sorts pallets	5:00 a.m. – 5:00 p.m.
	<b>(Depot) Fleet Driver</b> – Drives split-axle tractor/trailer to deliver goods from depot to warehouses and depots. Hauls empty trailers, trailers with pallets, and vendor loads back to depot.	24 hours
	<b>(Business Delivery) Order Picker</b> – Pulls merchandise from stock for high-volume business delivery orders. Loads items on pallet and pulls with manual or electric pallet jack. Boxes small cooler and freezer items.	4:00 p.m. – 3:00 a.m. (swing shift)
	<b>(Business Delivery) Delivery Driver</b> – Drives commercial truck with air brakes and hydraulic lift to deliver merchandise to businesses. Unloads orders from truck, collects payments, issues return credits, and completes paperwork.	6:00 a.m. – 5:00 p.m.
	<b>Any Available Opportunity</b>	4:00 a.m. – 11:00 p.m.

Costco may have other opportunities available for experienced candidates with skills and abilities from prior, related work. Experienced candidates are encouraged to indicate their interest in specific skilled positions on the following pages of the Costco Job Application Form.

Costco's strong corporate culture is based on individual responsibility and initiative. We believe strongly in the synergy of ideas and are committed to diversity, equal employment opportunities, and a drug- and alcohol-free workplace.

If you require assistance or a reasonable accommodation in completing these application materials or any aspect of the application process, please contact the Costco Location Manager at the location where you will be applying.



PUERTO RICO APPLICATION FOR EMPLOYMENT

Please print plainly

Costco Wholesale provides equal opportunity in all areas of employment and does not discriminate against any individual regardless of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, or on the basis of any other protected status.

PERSONAL

NAME LAST FIRST MIDDLE INITIAL DATE

CURRENT ADDRESS NUMBER/STREET CITY STATE ZIP

HOME PHONE NO ( ) AREA CODE WORK PHONE NO ( ) AREA CODE

EMAIL ADDRESS PREFERRED METHOD OF CORRESPONDENCE EMAIL PHONE

ARE YOU AGE 18 OR OVER? YES NO ARE YOU LEGALLY ABLE TO WORK IN THIS COUNTRY? YES NO

POSITION OR TYPE OF EMPLOYMENT DESIRED

WAGE DESIRED

ARE YOU WILLING TO WORK HOLIDAYS? (DO NOT INDICATE UNAVAILABILITY DUE TO RELIGIOUS PRACTICES.) YES NO

ARE YOU WILLING TO WORK EVENINGS? (DO NOT INDICATE UNAVAILABILITY DUE TO RELIGIOUS PRACTICES.) YES NO

ARE YOU WILLING TO WORK WEEKENDS? (DO NOT INDICATE UNAVAILABILITY DUE TO RELIGIOUS PRACTICES.) YES NO

AVAILABLE FOR FULL TIME PART TIME TEMPORARY DATE AVAILABLE

NAMES OF RELATIVES EMPLOYED BY THIS COMPANY

HAVE YOU EVER BEEN EMPLOYED BY OR APPLIED FOR EMPLOYMENT WITH THIS COMPANY? YES NO IF YES, INDICATE COSTCO LOCATION WHERE EMPLOYED AND DATES OF EMPLOYMENT, OR LOCATION AND DATE OF APPLICATION

INDICATE HOW YOU LEARNED OF THIS OPENING, PLEASE CHECK ONE:

- BY OWN ACCORD AGENCY (NAME OF AGENCY) ADVERTISEMENT EMPLOYEE REFERRAL (NAME OF EMPLOYEE) OTHER

HAVE YOU BEEN CONVICTED OF A FELONY (or indictable offense in New Jersey) OR RELEASED FROM PRISON FOR A FELONY WITHIN THE LAST 7 YEARS? Do not answer "Yes" if your conviction record has been annulled, expunged, sealed, statutorily eradicated, dismissed under a first offender's law, pardoned, erased or impounded. \*Note - The existence of a criminal history will not automatically disqualify you from the job you are applying for, circumstances will be considered.

California applicants/residents: Do not answer "Yes" to questions regarding criminal convictions if your conviction involved the possession of marijuana AND it is more than 2 years old. You need not disclose any referral to, and participation in, any pre-trial or post-trial diversion program.

Connecticut applicants/residents: You need not disclose any conviction record that has been erased pursuant to sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Records subject to erasure under these sections are 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 was dismissed or nolle, or a criminal charge for which the person was found not guilty or received an absolute pardoned conviction. Any person whose records were erased within the meaning of these three sections may consider such events to have never occurred and may so swear under oath.

Hawaii applicants/residents: Do NOT answer criminal history information before a conditional offer of employment is made.

Massachusetts applicants/residents: DO NOT answer this question during the initial application stage or prior to any interview. You may be required to provide some criminal history information later in the hiring process.

Tennessee applicants: Have you been convicted of any crime involving moral turpitude (e.g., murder, all sex-related crimes, illegal sale of Schedules 1 and 2 controlled substances, or embezzlement) within the last 10 years? Do not answer "Yes" if your conviction record has been annulled, expunged, sealed, pardoned, erased or impounded.

Washington applicants/residents: Do not answer "yes" if your conviction is more than 10 years old.

YES NO IF YES, PLEASE EXPLAIN

**EDUCATION**

UNDER WHAT NAME (S) WILL YOUR SCHOOL OR COLLEGE TRANSCRIPTS BE LISTED? \_\_\_\_\_

You may exclude any information which suggests or discloses race, color, religion/creed, sex, national origin, ancestry, age, disability, veteran status, or any other legally protected status.

TYPE OF SCHOOL	SCHOOL NAME AND ADDRESS	MAJOR SUBJECT	CIRCLE LAST YR COMPLETED	IF GRADUATED, GIVE DEGREE
HIGH SCHL			1 2 3 4	
COLLEGE			1 2 3 4	
GRAD SCHL			1 2 3 4	
OTHER			1 2 3 4	

**SKILLS/TRAINING**

WHAT MACHINES OR EQUIPMENT CAN YOU OPERATE?

FORKLIFT       PALLET JACK       ELEC. PALLET JACK       FLOOR SCRUBBER       CREDIT CARD MACHINE  
 CASH REGISTER       AS400 / I-SERIES       PC – WORD       PC – EXCEL       10-KEY  
 FOOD PREP EQUIP       TIRE SHOP EQUIP       OPTICAL EQUIP       1 HR PHOTO EQUIP       COMM. BAKERY EQUIP  
 COMM. MEAT DEPT EQUIP       VAULT / CASH OFFICE EQUIP

OTHER: \_\_\_\_\_

CURRENT STATE OCCUPATIONAL LICENSES HELD: \_\_\_\_\_

**WORK HISTORY**

**PLEASE LIST YOUR EMPLOYERS**

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION REGARDING YOUR PREVIOUS JOBS STARTING WITH THE MOST RECENT. PLEASE LIST ALL FULL AND PART-TIME EMPLOYMENT, INCLUDING SELF-EMPLOYMENT. YOU MAY INCLUDE VOLUNTARY POSITIONS IF YOU DESIRE.

You may exclude any information which suggests or discloses race, color, religion/creed, sex, national origin, ancestry, age, disability, veteran status or any other legally protected status.

	PRESENT OR LAST EMPLOYER	NEXT TO LAST EMPLOYER	SECOND FROM LAST EMPLOYER	THIRD FROM LAST EMPLOYER
COMPANY NAME				
ADDRESS				
PHONE NUMBER W/ AREA CODE				
KIND OF WORK / JOB TITLE				
DATE STARTED				
DATE LEFT				
WAGE – START / LAST				
NAME OF SUPERVISOR				
REASON FOR LEAVING				
REFERENCE NAME				
REFERENCE PHONE #				

Please use additional sheets if necessary. You may also be asked to provide additional work history.

**LOCATION INSTRUCTIONS:** when you receive a completed application, *immediately* separate this sheet from the rest of the application. Do not keep this sheet with the application and do not make a copy – it is not needed for the application to be complete, nor is the applicant required to fill it out. Send original sheet via intercompany mail to: #99, HR Administration Department. Please write in your location # below.

### Applicant Identification Record

To comply with government regulations and reporting requirements, we request that you answer the following VOLUNTARY questions. Refusal to provide this information will not subject you to any adverse treatment. All information provided will be held confidential.

Gender:

Female

Male

I do not wish to provide this information

Are you Hispanic or Latino?

Yes

No

I do not wish to provide this information

Race:

American Indian or Alaska Native (Not Hispanic or Latino)

Asian (Not Hispanic or Latino)

Black or African American (Not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

Two or More Races (Not Hispanic or Latino)

White (Not Hispanic or Latino)

I do not wish to provide this information

Applicant Name: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Date: \_\_\_\_\_