



333 West Broad Street
Columbus, Ohio 43215-2738
614.228.COSI
www.cosi.org

Dear Potential Applicant:

We are pleased you consider COSI a desirable place for possible future employment. This letter is intended to explain our application process. Since our staff is too small to handle each applicant as personally as we would prefer, we ask you use our automated systems to find out about our job openings. Our Jobline and website are updated continually. Please check them out for the most up-to-date information.

COSI Jobline
614.629.3195

COSI Website
www.COSI.org

The minimum age requirement for applying is 16 years old. However, most positions require a minimum age of at least 18 years old. Each job description includes the age requirement and should be reviewed carefully. High School students will be required to provide a Work-permit or Parent/Guardian Consent Form upon hire, in compliance with minor labor legislation. COSI also has a very active Adult & Teen Volunteer Program. For more information about volunteering, please call the Volunteer & Community Resource Office at 614-629-3196.

If you simply need an application, you can download one from our website or request one be mailed to you. You can also view the job description for the position(s) you are interested in by visiting the [Employment](#) page of our website, or request one be mailed to you. To request this information, leave a message on the HR Employment Message Mailbox, found on the COSI Jobline. Depending upon the volume of calls we receive, items are normally mailed within three business days.

To renew an application already on file with our Human Resources Department, please leave a detailed message on the HR Employment Mailbox on the Jobline. When leaving a message, please spell your name; indicate any change in address; clearly state the position of interest; and leave a phone number in case we have questions.

Once a position has been filled, it will be removed from the Jobline and website. Please note, our Jobline is only updated weekly. However, the website is updated daily.

For positions listed as "Internal Only," we will not accept applications/resumes from anyone other than current COSI Team Members and Volunteers. External candidates sending resumes for openings listed as "Internal Only" will NOT be considered. If/When it is determined there are insufficient Internal candidates the position will be re-classified and open to External candidates. Only upon the re-classification of the position will External candidates be considered.

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TO APPLY, submit an application and/or resume using ONE of the following:

- **MAIL** to COSI, Attn: HR, 333 W. Broad St., Columbus, OH, 43215.
If a cover letter and resume are submitted, please include salary requirements and a list of professional references.
- **FAX** to 614-629-3151.
Please make sure your name and the title of the position you are applying for appear as a header on each page.
- **CALL** 614-629-3195 and leave a message to have an application mailed to you.
Please speak slowly and clearly when leaving your message. Include your name, full address, position(s) you are interested in, and a phone number where you can be reached if we have any questions.
- **VISIT** COSI at 333 W. Broad St., Columbus, OH, 43215.
Applications/resumes may be dropped off at the Atrium Guest Services Desk or at the COSI Job Board. Materials for applying for positions are available on-site at the Job Board.

COSI will contact candidates we wish to interview. Please **do not** expect COSI to respond to telephone inquiries about whether or not an application/resume has been received or still being considered. We do not eliminate candidates from consideration until the position is filled.

Applications and resumes are kept active until the position is filled. Once a position has been filled, applications are then retained for **two years** from the date received. During this two-year period, potential candidates may update or renew applications as described above (a new cover letter may also be sent). COSI will not automatically review resumes on file for new openings; potential candidates should monitor our advertising, website, or Jobline, then express interest in being considered for a particular opening.

The criteria for being considered a COSI job applicant is as follows:

1. Must apply for a posted job opening.
2. Must follow our written application procedures (listed above).
3. Must meet minimum qualifications indicated on the posting.
4. Must not have withdrawn from consideration.

COSI is a **smoke-free workplace**. In compliance with the **Drug-Free Workplace Act**, COSI reserves the right to test applicants and Team Members for drug and alcohol levels. COSI encourages minorities to apply and is an **Equal Opportunity Employer**.

While we regret the size of our Team does not permit us to treat applicants more personally or to handle inquiries regarding status of individual applicants, we are happy to know of the many outstanding people who wish to become more closely associated with COSI. Thank you for your interest and cooperation.

Sincerely,
The COSI Human Resources Team