



## General Application for Employment

**Instructions:** Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to check to keep it current and active. Be sure to sign and date the application.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status

*(Please Print)*

Position (s) Applied For:	Date of Application
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How Did You Learn About Us?

Date of Application

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address Number	Street	City State Zip Code

Telephone Number	Social Security Number			
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If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If Yes, give date \_\_\_\_\_

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

*Proof of citizenship or immigration status will be required upon employment*

On what date would you be available for work? \_\_\_\_\_

Are you able to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on 'Layoff Status' and subject to recall?  Yes  No

Can you travel if job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain: \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

State any additional information you feel may be helpful in considering your application

<p><b>Note to Applicants: DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</b></p> <p>Are you capable of performing in a reasonable manner (with or without a reasonable accommodation) for the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.</p> <p style="text-align: center;">             Yes <input type="checkbox"/>                      No <input type="checkbox"/> </p>
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# Employment Experience

Start with you present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

<b>Employer</b>	<u>Dates Employed</u> From                      To		<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number (s)</b>	<u>Hourly Rate/Salary</u> Starting             Final		
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

<b>Employer</b>	<u>Dates Employed</u> From                      To		<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number (s)</b>	<u>Hourly Rate/Salary</u> Starting             Final		
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

<b>Employer</b>	<u>Dates Employed</u> From                      To		<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number (s)</b>	<u>Hourly Rate/Salary</u> Starting             Final		
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

<b>Employer</b>	<u>Dates Employed</u> From                      To		<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number (s)</b>	<u>Hourly Rate/Salary</u> Starting             Final		
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for Leaving</b>			

If you need additional space to provide supplemental information, please write it on last page of this application. If this application is completed on-line, simply type the information on the last page of this application.

## References

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1.	( )
Name	Phone Number
Address	Years known?

2.	( )
Name	Phone Number
Address	Years known?

3.	( )
Name	Phone Number
Address	Years known?

## Additional Information

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## Attachments

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- Resume
- Application
- Reference Check
- Payroll Change Notice
- Employee Data Card

## **Applicant Must Read and Sign**

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I certify that I have read and understand all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks that are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug/alcohol test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

I understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all the rules and policies of the Ole Tyme Produce, Inc. I further understand that all offers of employment are conditioned on a 90-day probationary period to be extended at the discretion of the Supervisor. During this 90-day probationary period, the employee and the Company can end employment without notice, in other words, "at will" employment. I further understand that as a probationary employee all costs associated with pre-employment testing will be borne by me (currently \$100), to be deducted from my first two payroll periods, and reimbursed after an offer of full employment and the end of the probationary period.

This certifies that this application was completed by me, and that all entries on it and information contained herein are true, accurate, and complete to the best of my knowledge.

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Date

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Applicant Signature

