



# Application for Employment

## Employment Interest

Current Date (m/d/yy) \_\_\_\_\_ Date Available (m/d/yy) \_\_\_\_\_ Position Desired \_\_\_\_\_ Minimum Salary Desired \_\_\_\_\_

What work schedule are you seeking?     Full-time     Part-time     Temporary or Seasonal

Have you ever applied to this company before?     Yes     No    If yes, when? \_\_\_\_\_

From what specific source did you first learn of this position? \_\_\_\_\_

## Personal Data

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ E-mail \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Employment History

Please list all employment activity for the past 10 years, starting with your most recent position. Attach a separate sheet if additional space is required. A resume may be attached but will not be accepted in place of any information required on this form.

Dates (mm/yy) From: to	Name of Employer:
Starting Salary:	Address:
Ending Salary:	Name and Title of Immediate Supervisor:
Telephone Number:	Your Title:
Reason for leaving or wishing to leave:	Duties:
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but only after I have given current employer my notice to terminate employment.	

Dates (mm/yy) From: to	Name of Employer:
Starting Salary:	Address:
Ending Salary:	Name and Title of Immediate Supervisor:
Telephone Number:	Your Title:
Reason for leaving or wishing to leave:	Duties:
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Dates (mm/yy) From: to	Name of Employer:
Starting Salary:	Address:
Ending Salary:	Name and Title of Immediate Supervisor:
Telephone Number:	Your Title:
Reason for leaving or wishing to leave:	Duties:
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	

## Education

Please complete for all that apply.

	School / Organization Name	Location (City/State)	Field of Study / Degree
<input type="checkbox"/> Some high school			
<input type="checkbox"/> High school graduate / G.E.D.			
<input type="checkbox"/> Some college			
<input type="checkbox"/> Associate degree			
<input type="checkbox"/> Bachelor's degree			
<input type="checkbox"/> Master's degree			
<input type="checkbox"/> Doctorate degree			
<input type="checkbox"/> Professional certification			

## References

Please provide at least three references from previous and/or current supervisors.

Name	Company	Title	Phone / Email

## Other Pertinent Information

Are you 18 years of age or older?  Yes     No

*If hired, you will be required to furnish proof that you are legally authorized to work in the United States.*

If required by State or Federal labor laws, can you furnish a work permit on or before your first day of work?  Yes     No

Are you able to perform the essential duties of the job(s) for which you are applying, as described, with or without reasonable accommodation?  Yes     No

Have you ever been convicted of any crime as an adult (excluding traffic violations other than felonies)? A conviction includes a plea, verdict, or finding of guilt, regardless of whether sentence is imposed by the court. *A criminal conviction will not necessarily disqualify an applicant from employment.*  Yes     No

If yes, explain:

Do you have any relatives working for this organization?  Yes     No

If yes, please provide name, department for which the individual works, and your relationship to the individual.

## Applicant Statement

I certify that the answers given in this application are true and correct and that I have not withheld any facts or circumstances. I understand that all answers given on my application for employment are subject to verification. I understand that if I'm employed by Ag Valley Co-op, any false statement, misrepresentation, or omission of facts on this application of employment or on any supporting documents, regardless of when discovered to be false or omitted, may be sufficient reason for immediate dismissal.

I understand that the information provided in my application for employment will be verified, including academic background, employment history, and any criminal convictions which may be on my record. I give Ag Valley Co-op consent to conduct a background and criminal record check. I also authorize my past employers and schools to give to Ag Valley Co-op pertinent information about me. I also understand that all offers of employment are contingent upon verification of the information provided in my application of employment.

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

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

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