

Application for Employment: Heartland Foods

Equal Employment Opportunity Statement:

Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made for disabilities and religious beliefs. Please inform us of any necessary accommodations to the application process.

Please print.

Applicant Name: First	Middle	Last

Address	City	State	Zip

Telephone Numbers

Position(s) Applied For	Date of Application

Salary Expected

How did you learn about us?

- Advertisement—Specify: _____
 Employment Agency—Specify: _____
 Employee Referral—Which employee? _____
 Other—Specify: _____

Have you applied for a position with us before? No Yes—Specify date: _____

Have you ever been employed with us before? No Yes—Specify date and position: _____

Are you currently employed? No Yes

Are you currently on "lay-off" status and subject to recall? No Yes

On what date would you be available for work? _____

Are you available to work: Full-time Part-time All shifts Temporary

Are you legally permitted to work in the United States? Yes No

NOTE: Proof of eligibility will be required within three working days of employment.

Are you 18 years of age or older? Yes No

Have you been convicted of a felony within the last 7 years? No Yes—Explain: _____

NOTE: Such conviction does not necessarily prevent you from employment. Heartland Foods is an equal opportunity employer.

Are you willing to take drug tests at the Company's request? No Yes

Have you ever gone by a name other than the one listed above? No Yes—Please list: _____

EDUCATION

List the last 3 schools attended

Name of School	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? Yes No

Name of School	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? Yes No

Name of School	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? Yes No

MILITARY SERVICE

Have you ever served in the U.S. military? Yes No

NOTE: If you answered "no" to the above question, please skip the rest of this section.

What was the length of your military service? _____ years, _____ months

What was your rank at time of discharge?

What type of training and work experience did you receive while in the military?

Describe how you most benefited from being in the service:

Describe how you least benefited from being in the service:

EMPLOYMENT HISTORY *(volunteer history if no prior employment)*

Employer	Supervisor

Address	Phone

Position Title and Duties

--

Starting Date	Ending Date	Starting Pay	Ending Pay

Why did you leave this job?

May we contact this employer? Yes No Later

Employer	Supervisor

Address	Phone

Position Title and Duties

--

Starting Date	Ending Date	Starting Pay	Ending Pay

Why did you leave this job?

May we contact this employer? Yes No Later

Employer	Supervisor

Address	Phone

Position Title and Duties

--

Starting Date	Ending Date	Starting Pay	Ending Pay

Why did you leave this job?
Later

May we contact this employer? Yes No

REFERENCES

Name	Phone Number	Years Known

APPLICANT'S STATEMENT

I certify that the information provided in this application is true, to the best of my knowledge.

I understand that providing false or misleading information at any time during the application and interview process may lead to refusal to hire or discharge from Heartland Foods. If I become employed by Heartland Foods, I agree to follow all rules and regulations of Heartland Foods as they develop and change.

I allow Heartland Foods to conduct investigations on me, my background and my performance, and am aware that such investigations will become a part of my employment record. With this, I authorize Heartland Foods to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to Heartland Foods, and release them of liabilities and damages of all kinds for providing this information. I authorize Heartland Foods to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to Heartland Foods for education verification purposes.

I release Heartland Foods from liability for collecting information about me and using it to make employment decisions.

If I become employed by Heartland Foods, I understand that the employment relationship will be "at will," and that the "at will" status may not change at any time.

I agree that if I become indebted to Heartland Foods, I will be responsible for repaying the total owed upon termination from Heartland Foods. If I do not repay the sum prior to my final paycheck being received, the money owed will be deducted from my pay.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

Signature of Applicant

Date

--	--