

# FELDMANS

Farm & Home

## PRE- EMPLOYMENT APPLICATION

Our Company is an equal opportunity employer and will consider all applicants for all positions equally with out regard to their race, sex, age, color, religion, national origin, veteran status, genetic information or any disability as defined in the Americans With Disabilities Act, or for any other reason protected by State or Federal law.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

### PERSONAL INFORMATION

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Present Address \_\_\_\_\_

Are you 18 years of age or older? ☐ Yes ☐ No

Are you a citizen of the U.S. or do you have the legal right to be employed in the United States? ☐ Yes ☐ No

Have you been convicted of (or pleaded no contest to) any crime within the last 10 years (excluding minor traffic violations including driving under the influence of alcohol or drugs? ☐ Yes ☐ No

(NOTE: A conviction will not necessarily disqualify you from employment.)

If Yes, state the offense, location, date and disposition \_\_\_\_\_  
\_\_\_\_\_

Do you have the ability, with or without reasonable accommodations, to work overtime or to travel if travel and/ or overtime are required by the job for which you are applying? ☐ Yes ☐ No

If No, please explain \_\_\_\_\_  
\_\_\_\_\_

Drivers License: State \_\_\_\_\_ Type \_\_\_\_\_ Currently Valid? ☐ Yes ☐ No

### EMPLOYMENT DESIRED

Are you seeking ☐ Full time ☐ Part time ☐ Temporary or summer employment?

Position applied for \_\_\_\_\_ Salary Desired \_\_\_\_\_

Date available to start \_\_\_\_\_

Have you ever applied to our company before? ☐ Yes ☐ No

Have you ever worked for our company before? ☐ Yes ☐ No

If you answer to either of the above questions is Yes, state when and where you applied and /or worked. \_\_\_\_\_  
\_\_\_\_\_

How did you learn of our company and/ or position? \_\_\_\_\_

Are you now, or do you expect to be, working in any other business or job? ☐ Yes ☐ No

Are there any days or hours you would be unable or unwilling to work? ☐ Yes ☐ No

If Yes, please specify those days and hours you would be unable or unwilling to work \_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

Name, Address and Location		Graduate?	Course Studied
High School	Circle highest Grade completed 9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:
College	Circle number of years completed 1 2 3 4 4+	<input type="checkbox"/> Yes <input type="checkbox"/> No	Major: Minor: Degree(s):
Trade School	Number of Months attended _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or Certificate:

If you did not graduate, why did you leave high school or college? \_\_\_\_\_

Are you planning to pursue further studies: ☐ Yes ☐ No If so, when, where and what courses? \_\_\_\_\_

Please describe any other special courses, seminars or training which could enable you to perform the position for which you are applying. \_\_\_\_\_

Have you ever served in the military? ☐ Yes ☐ No

Service Branch \_\_\_\_\_ Rank \_\_\_\_\_

## CAPABILITY / RELIABILITY

Would you be willing and able to perform all of the tasks required by the job you are applying for: ☐ Yes ☐ No

If not, explain which tasks \_\_\_\_\_

Have you filed any type of fraudulent claim against any of your present or past employers? ☐ Yes ☐ No

Will you abide by the safety rules of this company? ☐ Yes ☐ No

Have you ever been disciplined for violating company safety rules or regulations? ☐ Yes ☐ No

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

How many days of work (or school) have you missed in the last two years? \_\_\_\_\_

How many times have you been late for work (or school) in the last two years? \_\_\_\_\_

Consistent attendance and punctuality are essential requirements of every job in our company. Would you be willing and able to report to work on time every day on a regular and consistent basis? ☐ Yes ☐ No

If No, please explain \_\_\_\_\_

Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness?

If Yes, please explain. \_\_\_\_\_

Have you ever been fired, or asked to resign from a job? ☐ Yes ☐ No If Yes, please explain \_\_\_\_\_

## WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

**DO NOT REFERENCE YOUR RESUME**

**PLEASE GIVE MONTH AND YEAR**

Name of Employer Address		Name and Title of Last Supervisor	Dates Employed		Pay
			From: Mo:_____	To: Mo:_____	Starting \$ _____
Telephone Area code (    )	Nature of Business		Year:_____	Year:_____	\$ _____
Title		Reason for Leaving			

Describe duties performed, skills used/learned, advancements/ promotions earned:

Name of Employer Address		Name and Title of Last Supervisor	Dates Employed		Pay
			From: Mo:_____	To: Mo:_____	Starting \$ _____
Telephone Area code (    )	Nature of Business		Year:_____	Year:_____	\$ _____
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Title		Reason for Leaving			

Describe duties performed, skills used/learned, advancements/ promotions earned:

## SUPPLEMENTAL INFORMATION

If you worked in any of your previous positions under another name, please give that name(s) below: (For reference checking purposes)

Name \_\_\_\_\_ @ Company \_\_\_\_\_ Name @ Company \_\_\_\_\_

Are you presently employed? ☐ Yes ☐ No If yes, may we contact your present employer? ☐ Yes ☐ No

What languages do you speak fluently? \_\_\_\_\_

## SPECIAL SKILLS

Do you type? ☐ Yes ☐ No Words per Minute \_\_\_\_\_

Please list all software programs in which you are proficient, indicating how many years work experience you have with each:

List other computer skills, programming languages, or computer training you have had: \_\_\_\_\_

List other technical training, skills or work experience which may qualify you for a job with us: \_\_\_\_\_

Use this space below to describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify you or a position with us. If you need more space, please continue on a separate sheet.

## REFERENCES

Give three references, not relatives or former employers

NAME	ADDRESS	PHONE	OCCUPATION

## AFFIDAVIT

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize the FELDMANS Farm & Home to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for libel, slander, defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the Company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such test when asked will be grounds for my immediate termination. I further understand that nobody in the Company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the President of the Company. I also understand that my employment is at-will and may be terminated by myself or by the company at any time for any reason at all, with or without prior notice.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Company Use Only

Interview by:

Interviewer's remarks: