

# APPLICATION FOR EMPLOYMENT



All portions of this application pertaining to you must be completed. We appreciate the time you will spend in completing this application. It is the policy and practice of Rushford Foods to provide all qualified employees and applicants for employment with equal employment opportunities without regard to age, race, religion, color, sex, pregnancy, ancestry, national origin, disability or any other status or condition protected by applicable law. We will provide, upon request, reasonable accommodations to assist applicants with disabilities in applying for employment.

Name	(Last)	(First)	(Middle)	Telephone #
Current Address	(Street)			Alternate #
(City)	(State)	(Zip)		Social Security #

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

Have you ever applied for a job with this company? Yes / No If yes, where and when? \_\_\_\_\_

Have you ever worked at the company before? Yes / No If yes, where and when? \_\_\_\_\_

The position you are applying for is \_\_\_\_\_ Wage expected: \$ \_\_\_\_\_ per hour

Type of employment: Full-Time  Part-Time  Temporary

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
a.m.							
p.m.							

If your application is considered favorably, what date can you start work? \_\_\_\_\_

Is your current age 16 years or older? Yes / No 18 years or older? Yes / No

Can you work overtime? Yes / No

List any special skills? \_\_\_\_\_

Describe your greatest accomplishment from any previous position that you have held?

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**EDUCATION**

Circle Highest Grade Completed

ELEMENTRY 1 2 3 4 5 6 7 8

HIGH SCHOOL 9 10 11 12

GED

COLLEGE 1 2 3 4

	School Name	Address	No. of Years Attending	Degree	Major
High					
College					
Graduate					
Other					

Courses now studying: \_\_\_\_\_

**EMPLOYMENT RECORD** (Please list most recent first)

Dates	Name and Address of Employer	Describe the work you did.	Salary	Reason for leaving
From :			From:	
To:			To:	
	Telephone:	Supervisor:	May we contact them? Yes / No	
Dates	Name and Address of Employer	Describe the work you did.	Salary	Reason for leaving
From :			From:	
To:			To:	
	Telephone:	Supervisor:	May we contact them? Yes / No	
Dates	Name and Address of Employer	Describe the work you did.	Salary	Reason for leaving
From :			From:	
To:			To:	
	Telephone:	Supervisor:	May we contact them? Yes / No	
Dates	Name and Address of Employer	Describe the work you did.	Salary	Reason for leaving
From :			From:	
To:			To:	
	Telephone:	Supervisor:	May we contact them? Yes / No	

**PERSONAL REFERENCES**

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Name and Occupation	Address	Telephone Number

**MILITARY INFORMATION**

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Have you served in the U.S. Armed Forces? Yes / No                      Branch of Service: \_\_\_\_\_

Total Months of Active Duty \_\_\_\_\_ Rank \_\_\_\_\_ Highest Rank Attained \_\_\_\_\_

Specialized Military Experience \_\_\_\_\_

**SECURITY INFORMATION**

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All applicants should be prepared to answer questions related to criminal history and/or felony convictions during the pre-employment interview process.

**READ BEFORE SIGNING**

This application will become inactive after 60 days. If you wish to be considered for employment after that time, you must complete a new application for employment. Applications may, however, be retained in our files for a period of twelve months.

This company does not discriminate against qualified applicants or employees on the basis of race, creed, national origin, ancestry, pregnancy, sex, color, age, or other status or condition protected by applicable law. However, we insist that all of our employees can perform the essential functions of their employment and have the character, integrity, and general reputation for honesty of a person we would be willing to have to represent our Company in its dealings with customers, suppliers and/or other employees. Accordingly, we insist on complete honesty. **ANY LATER DISCOVERY THAT AN APPLICANT WAS NOT HONEST IN COMPLETING THIS APPLICATION MAY RESULT IN DISCHARGE.**

**AFFIDAVIT:**

I authorize or instruct this Company to make whatever inquiries it deems necessary (of any former employer, personal reference, or school official named in this application or referred by a person named in this application and of any law enforcement agency) in order to verify and information given in my application and/or determine my qualifications and abilities and I agree to release and hold harmless all such persons from any and all liability arising from the release of such information. I understand that such inquiries may include information as to my character, general reputation or personal characteristics. Statements I made in the application are true and complete. I understand that if, in the judgement of the Company, I have made any false statements, omissions, concealments, and misrepresentations or I have failed to answer any questions fully and accurately, or results of such investigation are not satisfactory, any offer made by the Company may be withdrawn or my employment with the Company may be terminated immediately, without any obligation to me other than for payment at the rate agreed upon for services rendered after I have been employed. I agree to conform to the rules and regulations of the Company, and understand that, if I am hired, my employment and compensation can be terminated, without cause or notice, at any time, at the option of either the Company or Myself. I further understand that no personnel recruiter or interviewer or other representative of the Company has any authority to enter into any agreement for employment for any specified period of time unless such agreement is in writing and signed by the Company's designated representative.

Authorization Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_