

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

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. The company assumes no liability to any applicant for any action relating to all activities surrounding the employment process including the review of the information provided by the applicant, background checks, interviews, and tests.

You are not required to furnish any information which is prohibited by federal, state or local law. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify the Human Resources Dept.

Last name	First Name	Middle Name
Street Address	City	State
	Zip	Length of time at this address
Home Telephone & Best time to call		
Cellphone		

Are you under 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Are you a full-time student? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Can you provide required proof of your eligibility to work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please indicate what parts of our business you are applying for:

☐ Retail                      ☐ Seed Production  
☐ Popcorn Production      ☐ General Farm/cattle  
☐ Popcorn Sales              Other \_\_\_\_\_

Pay Expected: \$ \_\_\_\_\_

How did you learn about this position? (circle one)

Ad              Self              Employee Referral              School  
 Private Agency              State Employment Service  
 Other \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 May we contact your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date available for employment \_\_\_\_\_

Are you available weekends? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Are you available for overtime? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Can you travel if required? \_\_\_\_\_ Yes \_\_\_\_\_ No

The company will make a reasonable effort to accommodate the religious needs of employees.

Have you ever filed an application with us before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, date filed: \_\_\_\_\_

Former Name: \_\_\_\_\_

Are you on layoff and subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what time period is involved \_\_\_\_\_

Are you a U.S Citizen, a national of the U.S, or lawfully authorized by the immigration and Naturalization Service to work in the U.S? \_\_\_\_\_ Yes \_\_\_\_\_ No

*\*It is unlawful for us to hire individuals that are not authorized to work in the U.S. If hired, you must produce the necessary documents to verify your work elibility with three days after you begin employment.*

Have you ever been convicted\* of a crime or pleaded no contest for any offense or violation other than a minor traffic violation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain:

Nature of crime: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

State in which convicted: \_\_\_\_\_

*\*convictions are not an automatic bar to employment.*

Do you have any pending charges against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain:

Nature of charges: \_\_\_\_\_

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

County and State where issued: \_\_\_\_\_

During the last 10 years, were you fired from any job for any reason? \_\_\_\_\_ Yes \_\_\_\_\_ No

Did you quit after being told that you would be fired? \_\_\_\_\_ Yes \_\_\_\_\_ No

Did you leave by mutual agreement because of specific problems? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Education and Training

Circle the highest grade/year completed: 6 7 8 9 10 11 12 12+	Name & Location of High School	If not a High School graduate, do you have a GED or HSED equivalency?		
	Did you graduate?			
Training beyond high school (college or university, nursing, technical college, or other schools you have attended).		Circle the number of years completed in technical school, college or university 1 2 3 4 5 6 6+		
Name and Location	Dates Attended From To	Graduated	Field of Study	Diploma Received

*\*The age discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.*

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job or jobs for which you are applying. Also include relevant licenses or certificates. **Be specific.**

List any job related organizations you belonged to and any job-related honors or awards you have received:

## Work Experience (start with your present or most recent employer)

① Employer	City, State, Zip	Type of Business	Phone Number ( )
Employment Dates (Month/Year) From: To:	Ending Job Title	Wage Rate Starting:	Ending:
Supervisor's Name & Job Title	Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Duties			
Was your last name different when you worked there? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?			

② Employer	City, State, Zip	Type of Business	Phone Number ( )
Employment Dates (Month/Year) From: To:	Ending Job Title	Wage Rate Starting:	Ending:
Supervisor's Name & Job Title	Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Duties			
Was your last name different when you worked there? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?			

④ Employer		City, State, Zip		Type of Business		Phone Number ( )	
Employment Dates (Month/Year) From: To:		Ending Job Title		Wage Rate Starting:		Ending:	
Supervisor's Name & Job Title			Reason for Leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Duties							
Was your last name different when you worked there? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?							

**Other Experience (Include other jobs, volunteer work, internships, and/or jobs while attending school)**

Company Name	Job Title	Dates Employed (Month/Year)	Annual Salary	Full or Part-time
		From:                      To:		
		From:                      To:		

### Special Skills

List the special skills in which you have and equipment/machinery which you have operated efficiently.

Computer Programs Operated			Typing Words Per Minute (if relevant to the job for which you are applying for).
Military Service Branch	From	To	Training received that is relevant to the job for which you are applying.

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

List the names and positions of friends or relatives employed by this company:

## References of individuals we may contact (not relatives or friends)

Name	Occupation	Phone Number
		(     )
		(     )
		(     )

### Applicant's Statement

#### At-Will Employment

I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment, constitutes an employment contract. If I am employed, I understand that either the Company or I may terminate my employment at any time with or without cause.

#### Misrepresentations

I affirm that answers and information given herein are true and complete to the best of my knowledge. I agree that if any misrepresentation, falsification or exclusion of job related data has been made on the employment application, or any time during the hiring process, it will be sufficient cause for immediate dismissal without any obligation or liability to me other than payment of services actually rendered.

#### Reference & Background Check

I hereby authorize the company to investigate all statements contained in the application for employment. I authorize all current and/or former employers I have indicated as ok to contact, listed references, schools, police departments, law enforcement agencies, financial institutions, Dept. of Motor Vehicle, Dept. of Justice-U.S Immigration & naturalization Service and other governmental agencies as the Company deems necessary, to supply information concerning my background. I release Biddick, Inc./Rural Route 1 from any liability for the lawful use of the information they receive.

#### Company Rules

If I am employed, I agree to abide by all the Company's rules, regulations and policies and to carefully preserve and protect all Company equipment and property and to return same to the Company when terminating my employment.

#### Pre-Placement Drug Screen

I understand that any offer for employment at Biddick, Inc. will be contingent upon passing a pre-employment drug screen. As a company employee, I consent to taking alcohol and/or drug tests for random, or reasonable cause throughout the course of my employment at Biddick, Inc.

By signing this application, I affirm that I have read the statements listed above and agree to the terms and conditions herein.

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

**Applicant: Answer this question only after you have been informed about the requirements of the job for which you are applying.** Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job for which you have applied? \_\_\_\_ Yes \_\_\_\_ No

### For Employer Use Only

Position Interviewed for: \_\_\_\_\_ Full Time    Seasonal    Part Time

Initial Interview (initials & date) \_\_\_\_\_  
Hands On Test (initials & date) \_\_\_\_\_  
Background Check (initials & date) \_\_\_\_\_  
Drug Screen (initials & date) \_\_\_\_\_  
Final Notice (initials & date) \_\_\_\_\_

Notes: