

Maple Leaf Farms APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

PERSONAL INFORMATION *Incomplete information could disqualify you from further consideration.*

Date _____

Name _____

Address _____

E-mail Address _____

Home Phone # _____

Mobile Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes No

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?
A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered. Yes No

If yes, please provide details (dates and location for all convictions)

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please provide company names and details _____

Can you work any shift? Yes No

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start _____ Hourly Rate/Salary desired _____

Position desired _____

Are you currently employed? Yes No If so may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us? Walk In Advertisement Referral Other

Have you ever worked for this company before? Yes No Explain _____

Do you know anyone who works for our company? Yes No If yes, who? _____

EDUCATION	Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer Name	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? Yes No If yes, Explain _____

Computer Skills (please describe): _____

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

Maple Leaf Farms is an equal opportunity employer. Maple Leaf Farms does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Maple Leaf Farms to hire me. If I am hired, I understand that either Maple Leaf Farms or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Maple Leaf Farms has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Maple Leaf Farms true and complete information on this application. No requested information has been concealed. I authorize Maple Leaf Farms to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 90 DAYS FROM THE DATE SIGNED/DATED ABOVE.



SELF IDENTIFICATION FORM (PRE-EMPLOYEMENT)

It is necessary that you complete the data above the double line. Please print neatly and legibly.

APPLICANT NAME: _____

POSITION APPLIED FOR: _____

We request that you provide the information below the double line. There will be no negative consequences to you if you choose not to provide this information. However, the Federal Government requires us to report on the sex, race, ethnicity, and disability of every applicant. This information may be gained by what the government refers to as a “visual survey” by the employer. However, we prefer to give applicants the opportunity to participate in a voluntary self-identification survey. We think this will result in more accurate information.

Indicate Sex and Race/Ethnic Group: *(mark only one sex and one race/ethnic group)*

- Male Female
- American Indian or Alaskan native *(a person having origins in any of the original peoples of North and South America, including Central America), and who maintains tribal affiliation or community attachment).*
- Native Hawaiian or Other Pacific Islander *(a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)*
- Black or African American *(a person having origins in any of the Black racial groups of Africa)*
- Hispanic or Latino *(Mexican, Puerto Rican, Cuban, Central or South American or Spanish culture or origin)*
- White *(a person having origins in any of the original peoples of Europe, the Middle East, or North Africa)*
- Asian *(a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)*
- Two or More Races *(all persons who identify with more than one of the above five races)*

Maple Leaf Farms, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, medical condition, physical and mental disability, marital status, sex, sexual orientation, age, national origin, ancestry or veteran status in admission or access to, or treatment or employment in, its programs and activities. An individual with inquires regarding these policies are welcome to contact the Human Resources Department.

I have voluntarily provided the information requested on this form.

Applicant Signature: _____ Date: _____



INVITATION TO SELF-IDENTIFY (PRE-EMPLOYMENT)

Maple Leaf Farms, Inc. is a Government contractor subject to the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified recently separated veterans, armed forces service medal veterans or other protected veterans.

If you are a recently separated veteran, an armed forces service medal veteran, or other protected veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us.

The term "recently Separated Veteran" refers to any veteran who served on active duty during the three-year period beginning on the date of such veteran's discharge or release from active duty. The term armed forces service medal veteran refers to any veteran who, while serving on active duty in the U.S. Military ground, naval or air service, participated in a United States military operation for which Armed Forces service medal was awarded pursuant to Executive Order 12985. The term "other protected veteran" refers to any other veteran who served on active duty in the U.S. military ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, other than a disabled, recently separated, or armed forces service medal veterans.

You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as Amended.

Maple Leaf Farms, Inc., pursuant to the Vietnam Era Veterans' Readjustment Act of 1974, as amended, maintains a policy of promoting Equal Employment Opportunities for all qualified recently separated veterans, armed forces service medal veterans or other protected veterans. Maple Leaf Farms, Inc. will communicate its policy of providing Equal Employment Opportunities through employee meetings and employee orientations. Maple Leaf Farms, Inc. will communicate its Equal Employment Opportunity policy to Veteran Recruiting Sources, employment agencies and to contractors and sub-contractors. Maple Leaf Farms, Inc. will review employment records of all individuals who are recently separated veterans, an armed forces service medal veterans or other protected veterans to determine the extent to which their present and potential skills are being utilized.

If you wish to identify yourself as a recently separated veteran, an armed forces service medal veteran or other protected veteran, please complete the attached Self-Identification of Veteran Status Form.

