

Smith Fertilizer & Grain

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Smith Fertilizer and Grain is a non-smoking facility

Employment Application- Office Personnel

Full Name: _____ Date: _____

Address: _____ Home Phone: () _____

_____ Cell Phone: () _____

Email Address: _____ Date Available: _____ DL# _____

Position Applied for: _____ Best Time to Call You: _____

Are you a citizen of the United States? Yes/ No If no, are you authorized to work in the US? Yes/No

Have you ever worked for this company? Yes/ No If yes, When? _____

Have you ever been convicted of a felony? Yes/No If yes, Please explain: _____

How were you referred to Smith Fertilizer & Grain? _____

Can you work Overtime? Yes/No

If no, please explain: _____

Can you work weekends? Yes/No

If no, please explain: _____

Can you travel? Yes/No

If no, please explain: _____

Do you smoke? Yes/No

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorizations and Identity within three (3) days of being hired. All new hire employees are also required to submit a current copy of their driving record, also within three (3) days of being hired.

Failure to submit such proof within the required time shall result in immediate employment termination.

Education Information:

High School: _____ City and State: _____

Dates Attended: From: _____ To: _____ Did you graduate? Yes/No Major: _____

College: _____ City and State: _____

Dates Attended: From: _____ To: _____ Did you graduate? Yes/No Major: _____

Other: _____ City and State: _____

Military Service:

Branch: _____ Years Attended: From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain: _____

References:

Please list three (3) personal references. Please do not include relatives or former employees

Full Name: _____ Relationship: _____

Company: _____ Phone #: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone #: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone #: _____

Address: _____

Previous Employment:

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Dates Worked: From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes/No

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Dates Worked: From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes/No

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Dates Worked: From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes/No

Note: Use a separate sheet if necessary, to list all previous employers for the last five (5) years. Please list the reason for any employers you marked, "Do not contact": _____

Skills and Abilities:

Is there any information we would need about your name or use of another name for us to be able to check your work record?

Please specify: _____

Do you have any relatives who are presently or have ever been employed at Smith Fertilizer & Grain?

Please list: _____

Do you have any previous farm experience? Yes/No Please explain: _____

Do you have any experience with fertilizer & chemicals? Yes/No Please explain: _____

Do you have any allergies, physical handicaps, or any other medical/physical impairments that might hinder job performance?

Yes/ No If yes, please explain: _____

Do you have any experience with grain accounting, grain grading, scale weigh master, vehicle records, IRP reports, dispatching,ETC?

YES/NO Please explain: _____

Summarize special job-related skills and qualifications you will bring to this position: _____

Please circle skills/equipment you have experience with:

CRT Fax Multi-line phones PC Calculator MS Word Excel MS Publisher DTN Market Machine

Typewriter Other Skills, Please list: _____

Have you ever been convicted of a felony? Yes/No If yes, Please explain: _____

Disclaimer and Signature:

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false, misleading information, or willful omission of fact in my application or interview may result in rejection of my application, or if discovered after an offer of employment will result in immediate termination of employment .

Please read this section carefully and acknowledge your understanding by signing your name in the space below.

1. Consent to conduct background investigation.

As a condition of and in consideration for this application, I give permission to Smith Fertilizer & Grain to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on this application, as well as interviews with past employers. I further give permission to Smith Fertilizer & Grain, Inc. to conduct this investigation in connection with my application for employment.

2. Consent to contact past employers

I give permission to Smith Fertilizer & Grain, Inc. to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Smith Fertilizer & Grain. I further waive all rights I may have under state law to receive a copy of any written statement provided by any of my former employers to Smith Fertilizer & Grain. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

3. Consent to Contact Government Agencies

I give permission to any agent, attorney, or representative of Smith Fertilizer and Grain to receive a copy of any information obtained in the file of any federal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information, I hereby delegate Smith Fertilizer & Grain, as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honesty, integrity, and/or abilities.

4. Cooperation With Investigation

I agree to fully cooperate in Smith Fertilizer & Grain background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information to the employer, I agree to personally request such information to the extent permitted by law.

5. Employment "At Will"

In consideration of my employment, I agree to conform to the rules and regulations of Smith Fertilizer & Grain, and my employment and compensation is "at will" in that they can be terminated with or without cause and with or without notice, at anytime, at the option of either Smith Fertilizer & Grain, or myself, except as otherwise provided by law

Signature: _____

Date: _____