

Full Legal Name: _____ **Nickname:** _____ **Day & Month of Birthday:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Cell Phone:** _____ **Email:** _____

-Have you worked at the Country Mill before? **Y/N** Do you have relatives that work here? **Y/N**

-Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? **Yes/No**

-Are you presently under arrest for a pending felony charge? **Y/N**

-If you answered yes to any of the above then please describe: _____

List two references: _____

Name _____ Address: _____ Ph#: _____ Relationship: _____

Name _____ Address: _____ Ph#: _____ Relationship: _____

List Employment History from the last two jobs

Company #1 Name _____ Address: _____ Ph#: _____ Boss: _____

Job Title/work description: _____ Reason for leaving: _____

Dates of employment: Start _____ End Date _____ Pay \$ _____ hour/week

Company #2Name _____ Address: _____ Ph#: _____ Boss: _____

Job Title/work description: _____ Reason for leaving: _____

Dates of employment: Start _____ End Date _____ Pay \$ _____ hour/week

-Please list days & hours that you are able to work: _____

-Under 20 years old? **Y/N** If yes, then provide Certificate of Age/Parental Notification

Parental Notification: I certify that my above named child was born on _____

and is permitted to work at the Country Mill. **Parent's Signature:** _____

Education:

High School Name _____ Year of Graduation: _____

College Name _____ Major: _____ Year of Graduation: _____

Written Questions:

- 1 What was the best day at work/school you've had in the past three months?
Why?
- 2 What was the worst day at work/school you've had in the past three months?
Why?
- 3 What is the longest hobby/interest that you have every had?
How long?
How frequent?
Why?
- 4 How would you spend a "perfect" day?
Why?

Technical Skills

Human Skills

Creative Skills

Strengths

Weaknesses

Signature _____ **Date** _____ **STOP HERE UNTIL HIRED!**

I hereby declare this information is true and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I authorize you to obtain an investigative consumer report containing information obtained through personal interviews with neighbors, friends, and acquaintances. This report, if obtained, may include information as to my character, general reputation, and mode of living. I understand that I have the right to make a written request within a reasonable period to receive additional detailed information about the nature and scope of any such investigation. Country Mill Farms is an equal opportunity employer that complies with all local, state and federal regulations.

START DATE (DOH): _____ STARTING HOURLY WAGE:\$ _____

Internal Use Only

Work Permits (MUST BE COMPLETELY DONE BEFORE WORK)

____ Received signed copy from school

I-9 (MUST BE COMPLETELY DONE BEFORE WORK)

____ If you helped the applicant then sign above section 2

____ Ask the question "Please show me one document from list A or one each from lists B and C"

____ Examine documents, fill out list A **OR** one each from lists B and C. Do **NOT** photocopy.

____ Sign & Date

W-4 (MUST BE COMPLETELY DONE BEFORE WORK)

____ Ensure both State & Federal W-4s are completed

Employment Disclosure- (MUST BE COMPLETELY DONE BEFORE WORK)

____ If under 18 & not graduated, then one parent must sign along with employee

____ Signed copy goes in file

____ Employee less than 18 years of age can be paid 85% of the current minimum wage for the first 90 days. Under 16 is that or federal minimum wage only.

Housing Disclosures (MUST BE COMPLETED BEFORE MOVING IN TO HOUSING)

____ Employee signs after review

Training

____ Orientation _____ by _____

____ Worker Protection Standards (field workers only) completed on _____ by _____

____ Main Job Area on _____ by _____

Possible positions:

Employment Disclosure (Employee Initials before each)

____ Employment is at will. Depending upon the work activity involved and existing weather, planting, harvest and market conditions, most workers will commence work sometime about _____ and end sometime about _____. These dates are approximations and subject to change.

There is no promise of employment for any designated time period.

____ Paychecks and stubs can be picked up bi-weekly on Wednesday by 5 pm. If I am not performing the below piecework, then I understand that my starting hourly pay is \$____/hour before deductions.

____ I understand that this wage IS/ IS NOT (circle) a training wage in accordance with state and federal law for a period of training beginning _____ and ending on or before _____.

____ I am solely responsible for checking in and out of work at the time clock in the employee room of the barn and checking for any changes to posted employment and safety regulations and notices.

____ I understand that housing IS/ IS NOT provided according to the Housing Disclosure Agreement. Transportation is not provided.

____ For piecework, I will be paid \$____/20 bushel box of apples picked from the tree with less than 1% of picking bruises. I will be paid \$____/20 bushel box of apples picked off of the ground.

I will be paid \$____/20 bushel box of whole pumpkins with stems picked from the field. If I am a tractor driver, I will be paid \$____/20 bushel box of fruit or vegetables that I transport from the field to the unloading pad by the barn.

Employee's Name: _____ **Signature** _____ **Date** _____

Manager's Name: _____ **Signature** _____ **Date** _____