

**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 hobbie/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.

**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

\_\_\_\_ Employee signs after review and keeps a copy

\_\_\_\_ Signed copy goes in file

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

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

\_\_\_\_ Employee signs after review

\_\_\_\_ Employee keeps a copy

\_\_\_\_ Signed copy goes in file

**Training**

\_\_\_\_ Orientation \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_ Worker Protection Standards (field workers only) completed on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_ Main Job Area on \_\_\_\_\_ by \_\_\_\_\_

**Manager Notes:**

Possible positions: \_\_\_\_\_

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**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** \_\_\_\_\_