



6193 Edison Street NE
Hartville, OH 44632 330-877-8344
www.maizevalley.com

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle Maiden

Present Address _____
Number Street City State Zip

How long living here? _____ e-mail _____

Telephone () _____ If under 18, please list age _____

EMPLOYMENT DESIRED

Position(s) applying for – Market, Deli, Kitchen, Outside, Winery (must be 21), other _____

How many hours can you work weekly? _____

Salary desired _____ Are you available to work weekends? _____

Are you available on the weekends in the fall (Sept. & Oct.) ____ Yes ____ No

Days/hours available to work: _____

Employment desired ____ FULL-TIME ONLY ____ PART-TIME ONLY ____ FULL-OR PART-TIME

When are you available to start work? _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional or Graduate School				

Please describe other training, Seminars, coursework, etc. that applies to the job.

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary

Name of Employer _____

Address _____

City, State, Zip _____

Phone Number _____

Name of last supervisor _____ May we contact? ____ Yes ____ No

Employment dates

From: _____ To: _____

Pay or Salary

Start: _____ Final: _____

Your Last Job Title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____

Name of Employer _____

Address _____

City, State, Zip _____

Phone Number _____

Name of last supervisor _____ May we contact? ____ Yes ____ No

Employment dates

From: _____ To: _____

Pay or Salary

Start: _____ Final: _____

Your Last Job Title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____

Are you currently employed _____ Yes _____ No
May we contact your present employer? _____ Yes _____ No
Did you complete this application yourself? _____ Yes _____ No

If not, who did? _____

Have you ever been convicted of a felony? _____ Yes _____ No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

If hired, can you provide proof of U.S. citizenship or proof of your legal right to live and work in this country? _____ Yes _____ No

Have you ever been employed with this company? _____ Yes _____ No

If yes, when? _____

Do you have any friends or relatives employed by this company? _____ Yes _____ No

If yes, please provide their names and relationship to you. _____

If hired, would you have a reliable means of transportation to and from work? _____ Yes _____ No

Are you able to perform the essential functions and duties of the job for which you are applying? _____ Yes _____ No

If not, please describe the functions or duties you are able to perform. _____

REFERENCES

Please list below three persons (not related to you) who have knowledge of your work performances and/or personal qualifications within the last 5 years. (clergy, teachers, neighbor, employer)

Name _____	Occupation _____
Company Name _____	Address _____
Telephone _____	Email _____
Years Acquainted _____	
Name _____	Occupation _____
Company Name _____	Address _____
Telephone _____	Email _____
Years Acquainted _____	
Name _____	Occupation _____
Company Name _____	Address _____
Telephone _____	Email _____
Years Acquainted _____	

ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

APPLICATION FORM WAIVER

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
_____ (initial here)

I hereby authorize the Company to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to the company any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I further authorize an investigative consumer report from an agency such as Equifax and will sign a release to that effect. I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.
_____ (initial here)

I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and the Company, other than one that is "at will." I understand and agree that if I am employed, my employment will be of an "at will" nature, whereby either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice. I further understand that my employment, if hired, is for no definite or determinable period of time and may be terminated at any time, at the option of either myself or the Company and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by me and the company's designated representative.
_____ (initial here)

PARENT OR GUARDIAN (If applicant is under the age of 18)

I have read and understand that this applicant is applying for a job at Maize Valley. If hired, I certify that they will be at work at their scheduled times and that they will have reliable transportation both to and from work.

Signature of Parent or Guardian _____ **Date** _____

Signature of applicant _____ **Date** _____

This Company is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, familial status, marital status, genetic information, height or weight, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends on your qualifications.

Thank you for completing this application form and for your interest in Maize Valley Farm Market.