



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.

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## 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.**