



# Application for Employment

## Applicant Identification / Personal Information

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle I.

Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip Code

Permanent Address: \_\_\_\_\_  
Street City State Zip Code

Phone: H ( ) \_\_\_\_\_ W ( ) \_\_\_\_\_ Other ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Are there any other names under which your employment or educational records, references, and other information in the application may be verified? If so, list: \_\_\_\_\_

## Type of Employment Desired

Position: \_\_\_\_\_ Salary Desired: \_\_\_\_\_ Date you could begin working: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applying for:  Full-Time  Part-Time  Full-Time/Seasonal

What hours are you available to work? \_\_\_\_\_

## How did you learn About Us?

- Employment Agency
- Business/College/High School
- Advertisement: \_\_\_\_\_
- Friend/Relative (list below)
- Job Fair
- Walk-In
- Other: \_\_\_\_\_

## Please Answer the Following Questions

	YES	NO
If hired, can you furnish proof that you are either a U.S. Citizen, or otherwise legally permitted to work in the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>
Have you applied or interviewed with us before? Date ____/____/____	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with us before? Date ____/____/____	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently on "lay off" status or subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any commitment or agreements with another employer that might affect employment with MidwayUSA?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, explain: _____		
Are you available to work overtime if required?	<input type="checkbox"/>	<input type="checkbox"/>
Can you perform the essential functions of the job with or without reasonable accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of a felony within the last seven years?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, explain: _____		

(The existence of a criminal record is not an automatic bar to employment; MidwayUSA will consider the offense for which the person was convicted, the recency of the conviction and the job for which the person has applied in determining the extent to which such information will be considered.)

**THIS SECTION MUST BE COMPLETED; ATTACHING A RESUME DOES NOT REPLACE COMPLETING THIS SECTION.**

**Employment Experience: Present or most recent position.**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Your current or most recent position: \_\_\_\_\_

Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_

Your Starting Position: \_\_\_\_\_

Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your present employer  
for a reference?    Yes     No

Phone: (\_\_\_\_) \_\_\_\_\_

Employed From (Mo./Yr.): \_\_\_\_\_

Employed To (Mo./Yr.): \_\_\_\_\_

Starting Pay: \_\_\_\_\_

Final Pay: \_\_\_\_\_

Type of work:

- Full-Time     Part-Time
- Temporary/Seasonal
- Internship     Volunteer

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**Employment Experience: Previous position.**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Your last position: \_\_\_\_\_

Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_

Your Starting Position: \_\_\_\_\_

Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Employed From (Mo./Yr.): \_\_\_\_\_

Employed To (Mo./Yr.): \_\_\_\_\_

Starting Pay: \_\_\_\_\_

Final Pay: \_\_\_\_\_

Type of work:

- Full-Time     Part-Time
- Temporary/Seasonal
- Internship     Volunteer

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**Employment Experience: Previous position.**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Your last position: \_\_\_\_\_

Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_

Your Starting Position: \_\_\_\_\_

Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Employed From (Mo./Yr.): \_\_\_\_\_

Employed To (Mo./Yr.): \_\_\_\_\_

Starting Pay: \_\_\_\_\_

Final Pay: \_\_\_\_\_

Type of work:

- Full-Time     Part-Time
- Temporary/Seasonal
- Internship     Volunteer

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**State any additional information you feel may be helpful to us in considering your application.**

\_\_\_\_\_  
\_\_\_\_\_

**Education:** Your educational record will be considered only to the extent that it is relevant to the job sought.

Name, City, and State of High School: \_\_\_\_\_

Please circle highest grade completed

8 9 10 11 12 13 14 15 16 17 18

Name & Address (City and State)  
of Colleges or Trade Schools: \_\_\_\_\_

From  
(Mo./Yr.) \_\_\_\_\_

To  
(Mo./Yr.) \_\_\_\_\_

Academic  
Majors: \_\_\_\_\_

GPA \_\_\_\_\_

Degree/  
Certificate \_\_\_\_\_

Date  
(Mo./Yr.) \_\_\_\_\_

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Military Service:** Are you a Veteran of the U.S. Military Service?  YES  NO

Branch of Service: \_\_\_\_\_

When: From \_\_\_\_/\_\_\_\_/\_\_\_\_

To \_\_\_\_/\_\_\_\_/\_\_\_\_

List responsibilities and duties. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specialized Skills:**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Personal Computer     | <input type="checkbox"/> Delphi            | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Windows 95 or 98      | <input type="checkbox"/> MS SQL Server     | _____                                 |
| <input type="checkbox"/> Word                  | <input type="checkbox"/> Network           | _____                                 |
| <input type="checkbox"/> Excel                 | <input type="checkbox"/> Access            | _____                                 |
| <input type="checkbox"/> Typing speed ____ WPM | <input type="checkbox"/> Microsoft Outlook | _____                                 |
| <input type="checkbox"/> 10 Key Speed ____ KPH | <input type="checkbox"/> Forklift          |                                       |

**Other Languages:** (List which languages you are either fluent, good, or fair in the specific categories.)

	Fluent	Good	Fair
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

**Business References:** List individuals who can attest to your professional abilities/work accomplishments. (Do not include relatives or personal friends.)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Company Name: \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_ Length of Time Know: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EEO Policy**

The Potterfield Companies maintain a policy of non-discrimination for all employees and applicants in every facet of the company's operations. In compliance with federal and state laws, the Potterfield Companies hire, train and promote qualified employees without unlawful discrimination on the basis of race, color, sex, age, religious creed, marital status, citizenship, national origin, physical or mental handicap. This policy also applies to disabled veterans and veterans of the Vietnam Era.

If you wish to discuss the Potterfield Companies Equal Employment Opportunity Policies and Programs, please contact a Human Resource Representative.

**PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS APPLICATION.**

CONDITIONS OF EMPLOYMENT: I understand that falsification, omission or misstatement of data, regardless of when discovered, shall be considered sufficient cause for denying employment or termination of my employment. I understand that if hired, I would be an employee "at will" and that my employment and compensation could be terminated at any time without cause, and with or without notice at any time, at the option of the Potterfield Company (MidwayUSA or Midway Farms) or myself as long as it does not violate the law. I understand that no one has authority to promise permanent employment or employment for a definite period of time.

I understand that any employment by any company within the Potterfield Companies (MidwayUSA or Midway Farms) is contingent upon my producing the required documentation or evidence of having made application for it at the time of or within two (2) calendar days after my hire, in order to comply with the Immigration Reform and Control Act of 1986. Failure to produce documentation will result in termination or revocation of the offer of employment.

FAIR CREDIT REPORTING ACT PRE-NOTIFICATION: My employment may be based on receipt of satisfactory information from former employers, schools and other references; all information (including information on any accompanying resume) is subject to verification. I authorize the Potterfield Companies and its representatives to investigate, without liability, any information supplied by me including occupational, police, credit reports and governmental records. I also authorize listed employers, schools and reference sources, to make full response to any inquiry by any company within the Potterfield Companies and its representatives without liability. I have the right to make a written request within reasonable periods of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

TESTING: The Potterfield Companies require, upon acceptance of an offer of employment, that all candidates undergo a drug screen. The Potterfield Companies may disqualify me for employment if the results of the drug screen are positive and further testing confirms the presence of an illegal substance or a controlled substance. Should I become an employee of the Potterfield Companies, I will abide by the terms of the Potterfield Company's Drug Abuse Policy and related management instructions.

ACTIVE RECRUITING: This application will remain on active file for six (6) months. If I am hired within this period, this form will be transferred to my individual personnel file. If my application for employment is accepted the effective date of my employment shall be the time I actually begin to work. If I am not hired within six (6) months, this application is no longer active and I will need to reapply for employment if I wish to be considered for a job with any company within the Potterfield Companies (MidwayUSA or Midway Farms).

I certify that I have read, understand and will adhere to the aforementioned statements and that all information in this application is true and complete.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**FOR HUMAN RESOURCES USE ONLY**

Arrange Interview: \_\_\_\_\_ YES \_\_\_\_\_ NO      Comments: \_\_\_\_\_

If employed, start date: \_\_\_\_\_ Shift Hours: \_\_\_\_\_ Hourly/Salary: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_



Name: \_\_\_\_\_

Please fill in the hours that you are available to work.

Please note that we will try our best to give you the hours you want, but if it is not possible, we will schedule you according to your availability. Please be honest. If you cannot work during a given time period, please do not fill those hours.

**EXAMPLE:**

Joe is available to work from 8:00am-10:00pm Monday through Thursday. He can only work until noon on Fridays and after 1:30pm on Saturdays. He cannot work Sundays. His availability sheet would look like this:

	AM										PM																	
<b>Monday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5	:30	6	:30	7	:30	8	:30	9	:30
<b>Tuesday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5	:30	6	:30	7	:30	8	:30	9	:30
<b>Wednesday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5	:30	6	:30	7	:30	8	:30	9	:30
<b>Thursday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5	:30	6	:30	7	:30	8	:30	9	:30
<b>Friday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5	:30	6	:30	7	:30	8	:30	9	:30
<b>Saturday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5									
<b>Sunday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5									

If you fill in the boxes from 8:00am-2:00pm, you are saying that you are available to start at 8:00am and need to be off at 2:30pm. Filling in a box means you are available to work the entirety of that ½ hour.

	AM										PM																	
<b>Monday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5	:30	6	:30	7	:30	8	:30	9	:30
<b>Tuesday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5	:30	6	:30	7	:30	8	:30	9	:30
<b>Wednesday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5	:30	6	:30	7	:30	8	:30	9	:30
<b>Thursday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5	:30	6	:30	7	:30	8	:30	9	:30
<b>Friday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5	:30	6	:30	7	:30	8	:30	9	:30
<b>Saturday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5									
<b>Sunday</b>	8	:30	9	:30	10	:30	11	:30	12	:30	1	:30	2	:30	3	:30	4	:30	5									

Minimum number of hours you would prefer to work each week \_\_\_\_\_

Maximum number of hours you would prefer to work each week \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_