

Nelson Family Farms –

8530 East Highway 24, Manhattan, KS 66502 – 785-776-9401

FOR OFFICE USE

Hire Date: _____

Employee # _____

EMPLOYMENT APPLICATION

Name _____ Date _____
Last First Middle initial

Personal
Address _____

Telephone number(s) _____ Social Security Number _____

Referred by: _____ Are you 18 years or older? Yes _____ No _____

Are you legally able to be employed in the USA? Yes _____ No _____

Have you worked or applied here before? Yes _____ No _____

Name of any relatives employed by company _____

Have you been convicted of a crime within the last 7 years? Yes _____ No _____

If yes, please explain _____
(A conviction record may not necessarily disqualify you from employment)

Do you have any present garnishments or other pending legal actions of any kind? Yes _____ No _____

If yes, please explain _____

Employment desired _____ Full time _____ Part time _____
(If part time, please provide schedule of availability)

Position applying for _____ Date available _____

Are you available for day work? _____ evening work? _____ weekend work? _____

Current employer _____ May we contact? Yes _____ No _____

Education

Circle highest year completed 7 8 9 10 11 12 13 14 15 16 17 18

Name & location
of school _____

Years
attended _____

Did you
graduate? _____

High school _____

College, trade or vo-tech _____

Subjects of special study or research _____

Occupational skills

Specialized skills (equipment, mechanical, language etc.) _____

Do you have a valid driver's license? Yes _____ No _____ CDL? Yes _____ class _____ No _____

Do you have transportation to work? Yes _____ No _____

Has your license ever been suspended or revoked? Yes _____ No _____

If yes, Please explain _____

Do you speak, read or write any foreign languages? Yes _____ No _____ If yes, please list _____

Do you have any allergies? Yes _____ No _____ If yes, explain _____

Do you have any pet birds or poultry of your own? Yes _____ No _____

Employment history

List employment starting with most **recent** position
 May we contact your **current** employer ___ Yes ___ No

Dates	Name, Address and Phone of Employer	Position & Supervisor	List Major Duties	Wages	Reason for Leaving
From:	Name:	Your job title:		Starting:	
/	Address			\$	
To:	City/state:	Your supervisor's name:		Final:	Resigned: ___ with notice
/	Phone () -			\$	___ without notice ___ terminated

Dates	Name, Address and Phone of Employer	Position & Supervisor	List Major Duties	Wages	Reason for Leaving
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To:	City/state:	Your supervisor's name:		Final:	Resigned: ___ with notice
/	Phone () -			\$	___ without notice ___ terminated

References

Business references: whom you have known at least one year. (Do not list relatives.)
 Please indicate if you were employed under a different name.

Name	Address	Work phone #	Title	Years known

In case of emergency, notify _____ Relationship _____

Telephone number _____

I understand that any misrepresentation or omission of facts made by me on this application may prevent my employment or result in termination if hired. You are hereby authorized to inquire of my former and present employers, schools and others as to any information relevant to my employment qualifications. I hereby release said companies, schools or persons from all liability for damages for issuing this information. I understand and agree that my employment is for no definite period and may be terminated at any time without any previous notice.

Applicant's signature _____ Date _____

We are an Equal Opportunity Employer