



JONES DAIRY FARM EMPLOYMENT APPLICATION

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PLEASE READ CAREFULLY BEFORE FILLING OUT THIS APPLICATION:

APPLICANT POLICY PURPOSE

The purpose of Jones Dairy Farm Applicant Policy is to ensure that as an Equal Opportunity Employer and a Government Contractor we fulfill administrative and contractual responsibilities to remain in compliance with our Affirmative Action Plan. This policy will ensure the fair and effective processing of all applicants.

POLICY EXPLANATION AND PROCEDURES

Every solicited resume and application that is received by Jones Dairy Farm in compliance with this policy must be documented and all applicants will be offered an opportunity to identify their race and sex.

1. Applications and resumes will be accepted **ONLY** when there is an open and/or advertised position.
2. All applicants must specify the job(s) for which they are applying. Applicants may not indicate "any job" on the application form.
3. Incomplete applications or applications received after the application deadline will not be considered. Although an applicant may submit a resume along with their application, the application form must be completed in its entirety for consideration.
4. Applications will be actively considered for 60 days. After that period of time, an applicant will be required to re-apply if a position becomes available.
5. Unsolicited resumes will not be retained or considered. All unsolicited resumes will be discarded upon receipt.

LAST NAME: FIRST NAME: MIDDLE:

FORMER OR ALTERNATE NAME(S) UNDER WHICH YOU HAVE WORKED OR ATTENDED SCHOOL:

APPLICATION FOR POSITION OF: DATE AVAILABLE TO START WORK:

SHIFTS AVAILABLE FOR WORK: 1ST 2ND 3RD

WHAT DAYS ARE YOU **NOT** AVAILABLE TO WORK?

MON TUES WED THURS FRI SAT SUN

PLEASE INDICATED PREFERRED TYPE OF EMPLOYMENT (MAY CHECK MORE THAN ONE)

FULL TIME PART TIME

REFERRAL SOURCE:

CURRENT ADDRESS – NUMBER, STREET, CITY, STATE, ZIP:

MAILING ADDRESS (IF DIFFERENT THAN ABOVE):

HOME PHONE NUMBER (INCLUDE AREA CODE):

BUSINESS PHONE (INCLUDE AREA CODE):

- DO YOU HAVE ACCESS TO A CAR (FOR SOME POSITIONS A VEHICLE IS REQUIRED)? YES NO
- DO YOU HAVE A VALID DRIVER'S LICENSE? YES NO
- ARE YOU AT LEAST 18 YEARS OLD? YES NO
- ARE YOU LEGALLY ELIBIGLE TO WORK IN THE U.S.? YES NO
- HAVE YOU PREVIOUSLY BEEN EMPLOYED BY JONES DAIRY FARM? YES NO

EMPLOYMENT HISTORY

List complete employment history, including volunteer. Begin with the most recent first. Do Not Use "SEE RESUME" or SIMILAR.

EMPLOYING FIRM: SUPERVISOR:

ADDRESS:

TYPE OF BUSINESS: JOB TITLE:

REASON FOR LEAVING:

PHONE NUMBER: LAST SALARY: HOURS WORKED PER WEEK:

START DATE: END DATE: MAY WE CONTACT THIS EMPLOYER?
 YES NO

% TIME SPENT IN AREA OF RESPONSIBILITY:

PRINCIPAL RESPONSIBILITIES (BE COMPLETE):

EMPLOYING FIRM: SUPERVISOR:

ADDRESS:

TYPE OF BUSINESS: JOB TITLE:

REASON FOR LEAVING:

PHONE NUMBER: LAST SALARY: HOURS WORKED PER WEEK:

START DATE: END DATE: MAY WE CONTACT THIS EMPLOYER?
 YES NO

% TIME SPENT IN AREA OF RESPONSIBILITY:

PRINCIPAL RESPONSIBILITIES (BE COMPLETE):

EMPLOYING FIRM: SUPERVISOR:

ADDRESS:

TYPE OF BUSINESS: JOB TITLE:

REASON FOR LEAVING:

PHONE NUMBER: LAST SALARY: HOURS WORKED PER WEEK:

START DATE: END DATE: MAY WE CONTACT THIS EMPLOYER?
 YES NO

% TIME SPENT IN AREA OF RESPONSIBILITY:

PRINCIPAL RESPONSIBILITIES (BE COMPLETE):

EDUCATION

SELECT THE HIGHEST GRADE OR YEAR COMPLETED:

DO YOU HAVE A GED EQUIVALENCY?

Training Beyond High School (College or University, Business College, Vocational school, Correspondence courses, In-Service Training, Armed Forces Training or Volunteer work you feel is relevant to the job you are applying for. Also include relevant Licenses or Certificates).

SELECT THE NUMBER OF YEARS ATTENDED:

NAME AND LOCATON:	MAJOR/MINOR:	GPA:	DEGREE ACHIEVED:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PLEASE PROVIDE THE NAME, ADDRESS AND PHONE NUMBER OF THREE **WORK RELATED** REFERENCES. REFERENCES MAY BE CONTACTED AT ANY POINT IN THE SELECTION PROCESS.

REFERENCE'S NAME:

ADDRESS:

PHONE:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?

DO YOU HAVE ANY PENDING CRIMINAL CHARGES AGAINST YOU?

If "YES" explain below (1) nature of the crime, (2) date of conviction, and (3) state in which convicted. your answer will not necessarily bar you from employment with jones dairy farm. circumstances of conviction(s) will be taken into consideration.

JONES DAIRY FARM STATEMENT OF POLICY ON DRUG ABUSE: The Company recognizes that the abuse of drugs is a serious and widespread problem in the workplace. As an employer, the Company has the legal and moral responsibility to maintain a workplace that is safe for all of its employees, as well as its customers and visitors. In fulfillment of that responsibility, the Company has promulgated a pre-employment drug testing policy that is designed to help eliminate drug abuse in the workplace.

I CERTIFY THAT ALL STATEMENTS AND ANSWERS TO THE ABOVE QUESTIONS WERE MADE BY ME AND ARE TRUE WITHOUT ANY RESERVATION OR EVASIONS. I UNDERSTAND THAT ANY MISREPRESENTATION WHEN DISCOVERED IS CAUSE FOR IMMEDIATE DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SUCH INFORMATION TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS "AT WILL" AND FOR NO DEFINITE PERIOD OF TIME AND, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY MAY BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE.

DATE:

YOUR NAME (AS SIGNATURE):

SUBMIT

IF YOU ARE UNABLE TO USE THE "SUBMIT" BUTTON, PLEASE SAVE YOUR COMPLETED APPLICATION TO YOUR COMPUTER AND SEND IT TO EMPLOYMENT@JONESDAIRYFARM.COM. PLEASE ONLY SEND YOUR APPLICATION ONCE; VIA THE "SUBMIT" BUTTON, OR EMAIL. DO NOT EMAIL DIRECTLY TO JONES DAIRY FARM EMPLOYEES, OR YOUR APPLICATION MAY BE MISSED.