

# DOOR COUNTY COOPERATIVE

## APPLICATION FOR EMPLOYMENT

( PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY )

DATE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE NUMBER ( \_\_\_\_ ) \_\_\_\_\_  
                     LAST                    FIRST                    MIDDLE

PRESENT ADDRESS \_\_\_\_\_  
                                     NUMBER                    STREET                    CITY                    STATE                    ZIP

PERMANENT \_\_\_\_\_  
 (if different than present) NUMBER                    STREET                    CITY                    STATE                    ZIP

**ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A. ?** \_\_\_\_\_  
 ( IF YOU ARE HIRED, FEDERAL LAW REQUIRES THAT YOU PROVIDE DOCUMENTATION OF YOUR IDENTITY AND ELIGIBILITY FOR EMPLOYMENT AND THAT YOU ATTEST TO YOUR ELIGIBILITY FOR EMPLOYMENT.

**IF YOU ARE UNDER THE AGE OF 18, STATE YOUR AGE** \_\_\_\_\_, **AND WHETHER YOU CAN PROVIDE A WORK PERMIT** YES \_\_\_\_\_ NO \_\_\_\_\_

**POSITION(S) APPLIED FOR** \_\_\_\_\_ **RATE OF PAY EXPECTED \$** \_\_\_\_\_

**WOULD YOU WORK FULL-TIME** \_\_\_\_\_ **PART-TIME** \_\_\_\_\_

**IF YOUR APPLICATION IS CONSIDERED FAVORABLY, ON WHAT DATE WILL YOU BE AVAILABLE FOR WORK ?**

\_\_\_\_\_

THE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER. THE COMPANY DOES NOT DISCRIMINATE IN HIRING OR EMPLOYMENT ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, MARITAL STATUS, SEX, SEXUAL ORIENTATION, ANCESTRY, AGE, AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY, QUALIFIED DISABLED VETERANS OR VETERANS OF THE VIETNAM ERA, OR ON THE BASIS OF ARREST OR CONVICTION RECORD EXCEPT WHERE THE CIRCUMSTANCES MAKE THE APPLICANT UNACCEPTABLE TO A SURETY COMPANY OR THE CIRCUMSTANCES OF THE OFFENSE ARE SUBSTANTIALLY RELATED TO THE CIRCUMSTANCES OF THE PARTICULAR POSITION. IT IS THE COMPANY'S POLICY TO COMPLY WITH ALL LAWS PROHIBITING DISCRIMINATION.

THIS APPLICATION WILL BE GIVEN EVERY CONSIDERATION, BUT ITS RECEIPT DOES NOT IMPLY THAT THE APPLICANT WILL BE EMPLOYED. ONE OF THE FACTORS IN DETERMINING WHETHER AN APPLICANT WILL BE EMPLOYED IS THAT THE COMPANY, AT ITS OWN EXPENSE, ARRANGES FOR A SURETY BOND FOR ITS EMPLOYEES WHO ARE REQUIRED BY LAW TO BE BONDED. UNLESS THE APPLICANT'S BACKGROUND IS ACCEPTABLE TO THE SURETY, THE COMPANY MAY BE UNABLE TO OFFER EMPLOYMENT.

### EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE	GRADE POINT AVERAGE	DIPLOMA OR DEGREE EARNED
HIGH SCHOOL			9 10 11 12	Y N		
COLLEGE			1 2 3 4	Y N		
OTHER (SPECIFY)			1 2 3 4	Y N		
OTHER (SPECIFY)			1 2 3 4	Y N		

List courses that you have completed that will help us in evaluating your qualifications for the position you are applying for.

COURSE	DATES ENROLLED IN COURSE	SCHOOL	DESCRIBE COURSE	GRADE
	FROM			
	TO			
	FROM			
	TO			
	FROM			
	TO			

### GENERAL INFORMATION

List scholastic honors, offices held, and relevant activities in high school or college.

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Use the space below to describe your activities, skills and aptitudes that you believe would reasonably bear on your qualification for the position you are applying for.

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Have you been employed here previously?  YES  NO

Have you ever applied here before?  YES  NO

Have you ever been convicted of a criminal offense?  YES  NO

( NOTE: A conviction does not automatically disqualify an applicant for employment. What you were convicted of and how long ago are important.)

If the answer is "yes" then for each such conviction, indicate (A) the dates) of conviction, (B) the nature of the offense, (C) the penalty imposed, (D) whether the offense involved a financial institution and (E) the circumstances involved.

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Do you have any charges pending against you?  YES  NO

(NOTE: A pending charge does not automatically disqualify an applicant from employment. The type of charge(s) and the surrounding circumstances are important.) If the answer is yes, indicate the pending charge(s) and surrounding circumstances.

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Has a surety bond ever been refused to you?  YES  NO

For a position for which a surety bond is a requirement: If yes, indicate when and the surrounding circumstances:

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List below all present and past employment, beginning with your most recent position. This section must be filled in completely

DO NOT REFER TO AN ATTACHED RESUME.

DATES	NAME AND ADDRESS OF EMPLOYER	DESCRIBE THE WORK YOU DID	SALARY	EXACT REASON FOR LEAVING
FROM				
TO				

SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

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DATES	NAME AND ADDRESS OF EMPLOYER	DESCRIBE THE WORK YOU DID	SALARY	EXACT REASON FOR LEAVING
FROM				
TO				

SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

DATES	NAME AND ADDRESS OF EMPLOYER	DESCRIBE THE WORK YOU DID	SALARY	EXACT REASON FOR LEAVING
FROM				
TO				

SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

DATES	NAME AND ADDRESS OF EMPLOYER	DESCRIBE THE WORK YOU DID	SALARY	EXACT REASON FOR LEAVING
FROM				
TO				

SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

### PERSONAL REFERENCES

( NOT FORMER EMPLOYERS, RELATIVES OR SOMEONE LIVING AT THE SAME ADDRESS AS YOU)

NAME AND OCCUPATION	ADDRESS	PHONE	NO. OF YEARS YOU HAVE KNOWN

What do you have to offer to our company? Why should we employ you?

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# AGREEMENT

Please read before signing. If you have any questions regarding this agreement, please ask them of a hiring manager before signing.

I hereby give Door County Cooperative the right to make a thorough investigation of my past employment, education and activities; and I release from all liability all persons, companies, and corporations supplying such information. I indemnify Door County Co-op against any liability which might result from making such investigation. I understand that any false answer or statement or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Door County Cooperative and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding, unless made in writing by the General Manager or Board of Directors. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, for any reason, and that Door County Cooperative retains the similar right.

I understand that, if hired, I will be required to furnish proof of identity and right to work in the United States.

If I am offered employment with Door County Cooperative, 1) I will be subject to testing for use of illegal drugs according to company policy/procedure and 2) I will comply with all rules and policies of the Door County Cooperative.

I certify that the answers and information given in this employment application are true and correct to the best of my knowledge. If I am hired, I understand that false or misleading information given in my application or interviews is grounds for discharge from employment.

SIGNATURE	DATE
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**FOR COMPANY USE ONLY** (To be filled in AFTER this applicant is hired or refused employment.)

Date employment refused: \_\_\_\_\_

Starting date of employment: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Job title: \_\_\_\_\_

Scheduled hours: \_\_\_\_\_

Manager's signature: \_\_\_\_\_