

Harvest View Employee Application

PLEASE PRINT

POSITION APPLIED FOR: _____

Social Security# _____ - _____ - _____

Date: _____

Name: _____
Last
First
Middle

Address: _____
 (No. Street / City / State / Zip)

Telephone: (____) _____ - _____ **Email Address:** _____

Are you 18 years of age or older? Yes No

If hired, can you provide written evidence that you are authorized to work in the U.S.? Yes No

EDUCATION

Type	Name/Location	Course of Study	# Years Completed	Degree/ Diploma
Elementary & Jr. High	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Technical or Other	_____	_____	_____	_____

EMPLOYMENT RECORD

Company Name and address	Position	Date: Started/Left	Rate of Pay	Reason for Leaving
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1. _____ | _____ | _____ | _____ | _____

Contact Person: _____ Can we contact them? Yes No

2. _____ | _____ | _____ | _____ | _____

Contact Person: _____ Can we contact them? Yes No

EMPLOYMENT RECORD Con't

3. _____ | _____ | _____ | _____ | _____

Contact Person: _____ Can we contact them? Yes No

_____ | _____ | _____ | _____ | _____

Contact Person: _____ Can we contact them? Yes No

Have you ever been employed here before? ___ Yes ___ No If Yes, when? _____

In order to check your past work record, have you ever worked under a different name during your employment history? If so, please provide _____

U.S. MILITARY SERVICE

Branch of Service _____

From _____ to _____

Rank and Type of Service _____

Training/Experience Received _____

REFERENCES LIST

Provide information requested on three business/work or school references who are not related to you. Include name/occupation/years known and address/phone.

1. _____

2. _____

3. _____

EMPLOYMENT

Salary desired _____

Number of Hours per Week _____ Shift Desired _____ Start Date _____

Indicate Status desired: _____ Full-time _____ Part-time _____ Temporary

How were you referred to our Organization? _____

Do you have any relatives who are currently employed by this Organization? ___ Yes ___ No
Please specify _____

Have you ever been convicted of a felony other than a traffic violation? ___ Yes ___ No
If yes, please explain conviction, nature of offense, date of offense and sentence imposed.

(A conviction will not automatically disqualify you for employment.)

Please list any additional information that relates to your ability to perform the job for which you have applied for such as licenses, professional memberships, hobbies etc. _____

APPLICANT ACKNOWLEDGEMENT

I certify that all information I have provided in order to apply for and secure employment with this employer is true, complete and accurate.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or immediately discharge me from employment, whenever it is discovered.

I expressly authorize the employer, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of the information provided by me in this application, resume or job interview.

The application will remain current for only 90 days from the date it was submitted. At the conclusion of that time, if the applicant has not heard from the employer and wishes to be considered for employment, it would be necessary for the applicant to reapply and complete a new application form.

I understand the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing the applicant from consideration for employment on the basis prohibited by applicable local, state or federal law.

I understand that Illinois is an "at will" employment state. Harvest View is an "at will" employer and each employee is an "at will" employee.

"At will" employment means that you are free to leave our employment at any time for any reason you choose, and we are free to terminate that employment at any time for any reason we choose. There is no contract or agreement of any kind between any employee and or Harvest View as his or her employer, requiring that you work for us for any period in the future or that we continue to employ you for any period in the future.

Neither this application nor offer of employment can or does create a contract or agreement of employment for any specified period of time.

I certify that I have read the above Applicant Acknowledgement and accept all terms.

SIGNATURE OF APPLICANT _____ DATE _____

An Equal Opportunity Employer