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APPLICATION FOR EMPLOYMENT

Golden Harvest Food Bank is an Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Pre-employment drug screen, motor vehicle and criminal background checks are completed and all employment offers are contingent upon acceptable results.

Some positions require *Fit for Duty* testing as a condition of employment.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

PERSONAL INFORMATION

Name: _____
First Middle Initial Last

Address: _____
Street City State Zip Code

Primary Phone Number: _____ Email Address: _____

Are you eligible to work in the US? Yes No

Are you at least 18 years or older? Yes No
If no, you may be required to provide authorization to work

EMPLOYMENT DESIRED

Desired Position: _____ Available Start Date: _____

Are you able to perform the essential functions with or without a reasonable accommodation? Yes No

Hourly Rate/Desired Salary: _____ Weekend Availability: Yes No

Desired Status of Employment: Full-Time Only Part-Time Only Full or Part Time

REFERRAL SOURCE

How did you hear about us? Job Advertisement Walk-In Referral Volunteer

Have you worked for this organization before? Yes No *If yes, please provide details:*

Do you know anyone who works for our company? Yes No *If yes, name:* _____

POSITION QUALIFICATIONS

Business/Office/Administrative Positions

Please check all that apply:

- | | | |
|--|---|--|
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> 10-Key | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Copy/Fax/Scan | <input type="checkbox"/> Confidentiality |
| <input type="checkbox"/> Outlook | <input type="checkbox"/> Phone Operator | <input type="checkbox"/> Reading/Comprehension |

Forklift/Warehouse/Truck Driver Positions

Please check all that apply:

- | | | |
|--|--|--|
| <input type="checkbox"/> Forklift Experience | <input type="checkbox"/> Inventory Control | <input type="checkbox"/> Class A CDL |
| <input type="checkbox"/> Pallet Jack Operation | <input type="checkbox"/> 10-Key/Calculator | <input type="checkbox"/> Class B CDL |
| <input type="checkbox"/> Ability to Lift 50lbs | <input type="checkbox"/> Mathematics & Reading | <input type="checkbox"/> Loading/Unloading |

REFERENCES

Provide 3 professional references other than relatives that may be contacted and willing to provide information:

Name: _____	Name: _____	Name: _____
Position: _____	Position: _____	Position: _____
Company: _____	Company: _____	Company: _____
Phone Number: _____	Phone Number: _____	Phone Number: _____
Email: _____	Email: _____	Email: _____

EDUCATION

	Name of School	City & State	Years Completed	Major/Degree
High School				
College				
Business/Trade School				
Professional Education				
Other				

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Please share any education, experience or specialized work-related training you feel qualifies you for the position you have applied.

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information will result in no consideration for recruitment.*

If you are currently employed, may we contact your present employer? Yes No

If no, please share reason: _____

Company Name: _____ **City & State:** _____

Phone Number: _____ Supervisor: _____

Employment Dates: _____ - _____ Final Pay Rate: _____

Summary of job duties: _____

Job Title: _____ Reason for Leaving: _____

Company Name: _____ **City & State:** _____

Phone Number: _____ Supervisor: _____

Employment Dates: _____ - _____ Final Pay Rate: _____

Summary of job duties: _____

Job Title: _____ Reason for Leaving: _____

Company Name: _____ **City & State:** _____

Phone Number: _____ Supervisor: _____

Employment Dates: _____ - _____ Final Pay Rate: _____

Summary of job duties: _____

Job Title: _____ Reason for Leaving: _____

Company Name: _____ **City & State:** _____

Phone Number: _____ Supervisor: _____

Employment Dates: _____ - _____ Final Pay Rate: _____

Summary of job duties: _____

Job Title: _____ Reason for Leaving: _____

Company Name: _____ **City & State:** _____

Phone Number: _____ Supervisor: _____

Employment Dates: _____ - _____ Final Pay Rate: _____

Summary of job duties: _____

Job Title: _____ Reason for Leaving: _____



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APPLICATION FORM WAIVER

PLEASE READ CAREFULLY BEFORE SIGNING

Unsigned Applications Will Not Be Accepted

In exchange for the consideration of my job application by Golden Harvest Food Bank (hereinafter call “the Company”), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Golden Harvest Food Bank, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director of the Company. Both the undersigned and Golden Harvest Food Bank may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include a reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references and other others, and hereby release the Company from any liability as a result of such contact.

I also understand that, in connection with the routine processing of the employment application, the Company may request from a customer reporting agency an investigative consumer report including information as to my credit reports, character, general reputation, personal characteristics and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by the Fair Credit Reporting Act.

I further understand that my employment with the company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Company us terminated at-will for any reason by either party.

Applicant Signature: _____ Date: _____

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We assure that your opportunity for employment with Golden Harvest Food Bank is solely based on your qualifications.

EMPLOYMENT APPLICATIONS AND/OR RESUMES ARE VALID OR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE