



TODAY'S DATE: _____

HORROCKS FARM MARKET INC APPLICATION FOR EMPLOYMENT

(IN ORDER FOR HORROCKS TO CONSIDER YOUR APPLICATION, YOU MUST ANSWER ALL QUESTIONS COMPLETELY.
EXCEPT THE OPTIONAL SECTION).

NAME: _____
(LAST) (FIRST) (MIDDLE)

CURRENT ADDRESS: _____
(NUMBER/STREET)

_____ (CITY) (ZIP CODE)

HOME PHONE: _____ CELL PHONE _____

HOW MANY YEARS HAVE YOU LIVED IN THIS CITY? _____

ARE YOU 18 YEARS OR OLDER? YES _____ IF NOT, WHEN? _____

JOB(S) APPLIED FOR: _____ RATE OF PAY EXPECTED : \$ _____ PER _____

DO YOU WANT TO WORK? FULL TIME: _____ OR PART TIME; _____

IF APPLYING ONLY FOR PART-TIME, WHAT DAYS AND HOURS? _____

ARE YOU WILLING TO WORK WEEKENDS, HOLIDAYS, AND ROTATING SHIFTS? YES _____ NO _____

EXPLAIN ANY LIMITATIONS ON HOURS: _____

HAVE YOU WORKED FOR US BEFORE? NO _____ IF YES, WHEN _____

HAVE YOU EVER APPLIED FOR WORK WITH US BEFORE? NO _____ IF YES, WHEN _____

ANY FRIENDS OR RELATIVES WORKING FOR US: _____

DO YOU HAVE ANY SKILLS, QUALIFICATIONS OR EXPERIENCE WHICH YOU FEEL WOULD ESPECIALLY FIT YOU FOR WORK WITH US? _____

IF HIRED, DO YOU HAVE RELIABLE MEANS OF TRANSPORTATION TO GET TO WORK?
_____ DRIVING, _____ WALKING, _____ BUS, _____ RIDE, OTHER: _____

IF HIRED, WHEN CAN YOU START? _____

ARMED FORCES SERVICE? YES _____ NO _____ DATES OF SERVICE: FROM _____ TO _____

BRANCH OF SERVICE _____ DUTIES _____

RANK AT TIME OF ENLISTMENT: _____

RANK AT TIME OF DISCHARGE: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES _____ NO _____

IF YES, EXPLAIN WHEN, WHERE, AND THE NATURE OF ALL CRIMINAL CONVICTIONS:

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU NOW? YES _____ NO _____

IF YES, DESCRIBE: _____



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EDUCATION

(LIST EACH SCHOOL SEPARATELY)

SCHOOL	NUMBER OF YEARS ATTENDED	NAME OF SCHOOL	CITY AND STATE	COURSE OF STUDY	DID YOU GRADUATE	LIST DIPLOMA OR DEGREE
GRADE					YES ___ NO ___	
MIDDLE					YES ___ NO ___	
HIGH					YES ___ NO ___	
COLLEGE					YES ___ NO ___	
OTHER (SPECIFY)					YES ___ NO ___	

ANY OTHER TRAINING YOU HAVE HAD? _____

COMPUTER SKILLS:

MICROSOFT WINDOWS POWERPOINT GRAPHICS DESIGN
 MICROSOFT OFFICE ACCESS DATABASES
 EXCEL WEB DESIGN DATA ENTRY
 WORD OTHER: _____

LANGUAGES: ENGLISH (___%) ITALIAN GERMAN RUSSIAN
 SPANISH (___%) FRENCH JAPANESE OTHER _____

WORK EXPERIENCE

(LIST MOST RECENT JOBS FIRST)

NAME AND ADDRESS OF COMPANY	DATES EMPLOYED FROM/TO	LIST YOUR DUTIES	FINAL PAY RATE	REASON FOR LEAVING

IF YOU WERE EMPLOYED DURING THE LAST 2 YEARS, HOW MANY DAYS WERE YOU ABSENT AND/OR LATE: _____

MENTION ANY SKILLS YOU CONSIDER WILL HELP YOU IN THE POSITION YOU ARE APPLYING FOR: _____



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REFERENCES

(NOT FORMERS EMPLOYERS OR RELATIVES)

NAME:	ADDRESS AND TELEPHONE NUMBER:	OCCUPATION:

HOW DID YOU HEAR FROM US: NEWSPAPER FRIENDS
 INTERNET ADDS
 WALKING SHOPPER OTHER

OPTIONAL INFORMATION

DATE OF BIRTH: _____

ETHNIC ORIGIN:

WHITE BLACK HISPANIC AMERICAN INDIAN
 ASIAN OTHER

SEX: M F

MARITAL STATUS: SINGLE MARRIED
 DIVORCED WIDOWED OTHER _____

KIDS: _____

SMOKER: YES NO

MANDATORY QUICK TEST

HOW MANY INCHES IN A FOOT _____

HOW MANY OUNCES IN A POUND _____

A PINT IS _____(OUNCES)

A QUART IS ABOUT _____(POUNDS)

\$238.57	1,398.76	234	
<u>-99.56</u>	<u>+ 811.19</u>	<u>X 78</u>	<u>7500</u>
			250

WRITE THE MISSING NUMBER:

3, 6, 9, 12, 15, _____ 201, 302, 403, _____
 2, 4, 9, 16, 25, _____ 1, 3, 5, 7, 11, 13, _____

DRAW THE MISSING SYMBOL

L .. M... N.... _____
 7 J L _____



HORROCKS FARM MARKET INC APPLICATION FOR EMPLOYMENT

NOTICE TO ALL APPLICANTS

BEFORE ANY APPLICANT CAN BEGIN WORK, THE PERSON MUST BE ABLE TO VERIFY, UNDER FEDERAL LAW, THAT HE OR SHE IS AUTHORIZED TO WORK IN THE UNITED STATES. ALL APPLICANTS OFFERED A POSITION WITH **HORROCKS** WILL HAVE TO DOCUMENT THEIR AUTHORIZATION TO WORK BEFORE THE HIRING PROCESS WILL BE COMPLETED.

ALL APPLICANTS ARE BEING NOTIFIED AT THIS TIME THAT, IF SELECTED FOR HIRE, IT WILL BE YOUR RESPONSIBILITY TO PROVIDE **HORROCKS** WITH DOCUMENTATION SHOWING YOUR RIGHT TO WORK. **HORROCKS** IS GIVING YOU THIS NOTICE, SO YOU MAY HAVE THOSE DOCUMENTS READY IF YOU SHOULD BE OFFERED A POSITION WITH **HORROCKS**. THE DOCUMENT WILL BE REVIEWED BY THE PERSONNEL DEPARTMENT AT THE TIME A CONDITIONAL OFFER OF EMPLOYMENT IS MADE.

NOTICE OF HANDICAPPER RIGHTS

HORROCKS ACTIVELY ENCOURAGES APPLICATIONS BY QUALIFIED INDIVIDUALS WITH HANDICAPS, AND DOES NOT DISCRIMINATE IN ITS CONSIDERATION OF SUCH APPLICANTS. IF YOU BELIEVE THAT ANY ACCOMMODATION OF A HANDICAP WILL BE NECESSARY TO PERMIT YOU TO PERFORM THE DUTIES OF THE POSITION. MICHIGAN LAW REQUIRES THAT YOU NOTIFY **HORROCKS** WITHIN 182 DAYS AFTER YOU KNEW OR HAVE KNOWN THAT THE ACCOMMODATION WAS NEEDED.

APPLICANT 'S CERTIFICATION AND AGREEMENT

(PLEASE READ CAREFULLY)

1 CERTIFICATION OF TRUTHFULNESS

I CERTIFY THAT ALL STATEMENTS ON THIS APPLICATION FOR EMPLOYMENT ARE MADE COMPLETELY, TRUTHFULLY AND WITHOUT EVASION, AND FURTHER UNDERSTAND AGREE THAT SUCH STATEMENTS MAY BE INVESTIGATED AND IF FOUND TO BE FALSE WILL BE SUFFICIENT REASON FOR NOT BEING EMPLOYED, OR MAY RESULT IN MY DISMISSAL.

2 AUTHORIZATION FOR EMPLOYMENT INFORMATION

I AUTHORIZE THE REFERENCES I HAVE LISTED ABOVE, AND ANY PRIOR OR CURRENT EMPLOYER OF MINE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, INCLUDING ANY DISCIPLINARY INFORMATION, ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING INFORMATION TO YOU. ALSO I HEREBY WAIVE WRITTEN NOTICE TO ME THAT EMPLOYMENT INFORMATION IS GIVEN PROVIDED BY ANY PERSON OR ORGANIZATION.

3 EMPLOYMENT AT WILL

IF HIRED, IN CONSIDERATION OF MY EMPLOYMENT I AGREE TO ABIDE BY THE RULES AND POLICIES OF **HORROCKS**. I FURTHER AGREE THAT SUCH EMPLOYMENT AND ALL COMPENSATION CAN BE TERMINATED WITH OUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER, **HORROCKS** OR MYSELF. I UNDERSTAND THAT NO AGENT OR REPRESENTATIVE OR **HORROCKS** HAS ANY AUTHORITY TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, EXCEPT BY A WRITTEN EMPLOYMENT CONTRACT SIGNED BY THE PRESIDENT OF **HORROCKS**.

DATE: _____

APPLICANT'S SIGNATURE