



Employment Application

Belair Produce is an Equal Opportunity Employer. Applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

Personal Information

Full Legal Name _____
Last First Middle
Social Security No. _____ Home Phone _____
Address _____
City _____ State _____ Zip _____

Employment Desired

Position you are applying for _____
When will you be available to start work? _____
Salary desired _____
Have you ever applied for employment before with Belair Produce? Yes No When? _____
How did you find out about this employment opportunity? (check one)
 Newspaper or Trade publication Recruiter Other (please specify)
Referral Yes No If referred, by whom? _____

Are you currently employed? Yes No If so, may we contact your present supervisor? Yes No
Business Contact/Phone _____

Education

Check highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12
If you did not complete high school, do you have a high school equivalency diploma (GED)? Yes No
Check number of years of post high school education 1 2 3 4 5 6 7
Name and Location of University _____
Dates Attended _____ Did you graduate? _____
Degree Received _____ Major _____

Employment History

Starting with the most recent, describe ALL paid, military and/or applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. Start with your present employer first.

Employer's Name & Address _____

Job Title & Duties _____

Type of business _____ Phone _____

Start date _____ End date _____

Salary _____ Reason for leaving _____

Employer's Name & Address _____

Job Title & Duties _____

Type of business _____ Phone _____

Start date _____ End date _____

Salary _____ Reason for leaving _____

Employer's Name & Address _____

Job Title & Duties _____

Type of business _____ Phone _____

Start date _____ End date _____

Salary _____ Reason for leaving _____

General Information

Additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills:

Automated word processing (specify equipment) _____

Typing speed words per minute _____ Shorthand speed words per minute _____

Licensing special driver's license, certificate or other authorization to practice a trade or profession, or to use forklifts or other specialized equipment. _____

U.S. Military or Naval Service _____ Rank _____

Present Membership in the National Guard or Reserves _____

References

List names, addresses and relationships of three persons not related to you who know your qualifications:

Name & Address _____

Phone _____ Relationship _____ Years Acquainted _____

Name & Address _____

Phone _____ Relationship _____ Years Acquainted _____

Name & Address _____

Phone _____ Relationship _____ Years Acquainted _____

Miscellaneous

Check which shifts you will accept: Day Evening Night Rotating Weekends

Do you have your own transportation to and from work? Yes No

For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No

Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

Have you ever been found guilty and convicted for any violation(s) of law, including moving traffic violations? Yes No

If YES, please provide the following:

Description of offense _____ Date of Charge _____ Date of Conviction _____

County, City, State of Conviction _____

I hereby certify that all entries on this application and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the Belair Produce. I understand that all information on this application is subject to verification and I consent to criminal history background checks. In consideration of my employment, I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representatives other than its president, and then only when in writing and signed by the president has any authority to enter in to any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Date

Applicant Signature

For Office Use Only

Interviewed by _____

Remarks _____

Neatness _____ Ability _____

Hired Yes No Position/Department _____

Salary/Wage _____ Date of Hire _____

Approved by _____

Operations Manager _____ Department Manager _____

**Please fax completed applications to
410-782-8009**