

Application for Employment

NEW HORIZONS SUPPLY COOPERATIVE
 1775 4TH STREET
 FENNIMORE WI 53809
 608-822-3217 OR 800-321-2128



Equal access to programs, services, and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Personnel Department.

Position(s) applied for _____ Date of Application ____ - ____ - ____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone (_____) _____ Social Security Number ____ - ____ - ____

If you are under 18, can you furnish a work permit? YES NO

Have you ever been employed here before? YES NO

Are you legally eligible for employment in this country? YES NO

Date available for work _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-op

Are you able to meet the attendance requirements of the position? YES NO

Have you been convicted of a crime in the last seven (7) years? YES NO

(Such conviction may be relevant if job-related, but does not bar you from employment.)

If yes, please explain _____

Driver's license number if job-related _____ State _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

FROM _____ TO _____	EMPLOYER _____ TELEPHONE (____) _____
JOB TITLE _____	ADDRESS _____
IMMEDIATE SUPERVISOR AND TITLE _____	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____
REASON FOR LEAVING _____	HOURLY RATE/SALARY _____
	START \$ _____ PER _____ FINAL \$ _____ PER _____
FROM _____ TO _____	EMPLOYER _____ TELEPHONE (____) _____
JOB TITLE _____	ADDRESS _____
IMMEDIATE SUPERVISOR AND TITLE _____	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____
REASON FOR LEAVING _____	HOURLY RATE/SALARY _____
	START \$ _____ PER _____ FINAL \$ _____ PER _____
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	START \$ _____ PER _____ FINAL \$ _____ PER _____
FROM _____ TO _____	EMPLOYER _____ TELEPHONE (____) _____
JOB TITLE _____	ADDRESS _____
IMMEDIATE SUPERVISOR AND TITLE _____	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____

REASON FOR LEAVING	HOURLY RATE/SALARY
	START \$ PER FINAL \$ PER

Skills and Qualifications

Summarize any training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying.

Educational Background IF JOB-RELATED

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	COURSE OF STUDY
HIGH SCHOOL			
COLLEGE		MAJOR DEGREE	
OTHER			

References

NAME	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information.

The employer is an **Equal Opportunity Employer**. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete Form I-9 in this regard. I also understand that a bank account is required for direct deposit of employee paychecks and will provide authorization for New Horizons to initiate entries to this account.

Signature of Applicant _____ Date _____