

HARTVILLE PANTRY, LLC
APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY IN INK)

DATE: _____

PERSONAL INFORMATION:

NAME: _____
 LAST FIRST MIDDLE

PRESENT ADDRESS: _____
 NO. STREET CITY STATE ZIP

YEARS LIVED AT THIS ADDRESS: _____ PRESENT PHONE NO.: _____

IF YOUR ADDRESS HAS CHANGED IN THE LAST FIVE (5) YEARS, LIST YOUR PREVIOUS ADDRESS(ES) DURING THAT PERIOD:

_____ YEARS AT THIS ADDRESS: _____
NO. STREET CITY STATE ZIP

_____ YEARS AT THIS ADDRESS: _____
NO. STREET CITY STATE ZIP

IF YOUR EDUCATION OR EMPLOYMENT RECORDS ARE UNDER ANY OTHER NAME, PLEASE SPECIFY: _____

ARE YOU OVER AGE 18? YES _____ NO _____. IF YES, CAN YOU VERIFY YOUR BIRTH DATE? YES _____ NO _____.

IF YOU ARE NOT OVER AGE 18, GIVE YOUR DATE OF BIRTH: _____.

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? YES _____ NO _____.

IF YES, CAN YOU VERIFY YOUR IDENTITY AND ELIGIBILITY TO WORK IN THE U.S.? YES _____ NO _____.

DO YOU HAVE A VALID OHIO DRIVER'S LICENSE? YES _____ NO _____

HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM A JOB? YES ____ NO _____. IF YES, PLEASE EXPLAIN CONDITIONS OR CIRCUMSTANCES:

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME UNDER CIVILIAN OR MILITARY LAW OTHER THAN MINOR TRAFFIC VIOLATIONS? YES ____ NO _____. IF YES, LIST THE DATE AND NATURE OF EACH OFFENSE (ALTHOUGH ANY SUCH CONVICTION DOES NOT NECESSARILY EXCLUDE APPLICANT FROM ALL EMPLOYMENT CATEGORIES):

HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? YES ____ NO _____. IF YES, PLEASE GIVE DATES OF SERVICE, BRANCH, HIGHEST RANK ATTAINED AND PRIMARY MILITARY DUTIES, INCLUDING SPECIAL TRAINING OR SKILLS ACQUIRED:

DO YOU HAVE A RESERVE OR NATIONAL GUARD COMMITMENT? YES ____ NO _____. IF YES, PLEASE PROVIDE THE APPROXIMATE SCHEDULE.:

(INFORMATION CONCERNING ANY SUCH COMMITMENT SHALL NOT BE UTILIZED FOR ANY PURPOSE OTHER THAN SCHEDULING.)

IF RELATED TO ANYONE IN OUR EMPLOY, STATE NAME AND RELATIONSHIP: _____

REFERRED BY (NAME OF PERSON, AGENCY, PUBLICATION OR ANOTHER REFERRAL SOURCE): _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PRESENT AND PAST EMPLOYERS (INCLUDING LAST FOUR (4), BEGINNING WITH MOST RECENT):

DATE MONTH & YEAR	NAME AND ADDRESS OF EMPLOYER AND TYPE(S) OF BUSINESS	POSITION(S) AND TYPE(S) OF WORK	LAST SALARY	REASON FOR LEAVING	NAME AND TITLE OF SUPERVISOR
FROM:					
TO:					
FROM:					
TO:					
FROM:					
TO:					
FROM:					
TO:					

REFERENCES: (THREE (3) PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR):

NAME	ADDRESS	TELEPHONE NO.	POSITION/BUSINESS	YEARS KNOWN
1.				
2.				
3.				

IN CASE OF
EMERGENCY NOTIFY: _____
 NAME RELATIONSHIP ADDRESS TELEPHONE NO.

EMPLOYMENT DESIRED:

POSITION: _____ DATE YOU CAN START: _____ SALARY DESIRED: _____

AVAILABILITY FOR WORK: FULL TIME _____ PART-TIME _____ ON-CALL _____

ARE YOU EMPLOYED NOW? YES _____ NO _____. IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES _____ NO _____.

EDUCATION:

NAME AND ADDRESS OF INSTITUTION	COURSE(S) OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL _____				
COLLEGE _____				
OTHER (SPECIFY) _____				

PLEASE LIST ANY OTHER EXPERIENCES, ACTIVITIES, SKILLS, ACHIEVEMENTS OR QUALIFICATIONS WHICH YOU BELIEVE WILL AID IN REVIEWING YOUR APPLICATION. IF YOU WISH, YOU MAY EXCLUDE THE NAME OF ANY ORGANIZATION, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR ANCESTRY OF ITS MEMBERS. ATTACH ADDITIONAL SHEETS, IF NECESSARY, AND/OR INCLUDE A RESUME.

APPLICANT'S STATEMENT OF UNDERSTANDING AND AUTHORIZATION

I UNDERSTAND THAT ACCEPTANCE OF MY APPLICATION FOR EMPLOYMENT DOES NOT COMMIT **HARTVILLE PANTRY, LLC, AN OHIO LLC ("HARTVILLE PANTRY")** IN ANY WAY TO HIRE ME; AND THAT NOTHING IN MY APPLICATION, OR IN ANY OTHER COMMUNICATION OR DOCUMENT, CREATES OR IMPLIES A CONTRACT OR PROMISE OF EMPLOYMENT OR REQUIRES THAT I BE HIRED OR RETAINED BY THE HARTVILLE PANTRY IN ANY POSITION FOR ANY PERIOD OF TIME.

I AUTHORIZE THE HARTVILLE PANTRY TO INVESTIGATE ALL WRITTEN OR ORAL STATEMENTS BY ME AND TO OBTAIN SUCH INFORMATION AND REPORTS AS REASONABLY SHALL BE REQUIRED BY THE HARTVILLE PANTRY CONCERNING ME. I AUTHORIZE EACH PERSON CONTACTED IN CONNECTION WITH THIS APPLICATION TO GIVE THE HARTVILLE PANTRY ANY INFORMATION REQUESTED CONCERNING ME. FURTHERMORE, I RELEASE ALL SUCH PARTIES FROM ANY CLAIM, DAMAGE OR LIABILITY RESULTING FROM THEIR FURNISHING SUCH INFORMATION TO THE HARTVILLE PANTRY.

I UNDERSTAND THAT, IF EMPLOYED, I WILL BE REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE HARTVILLE PANTRY; AND THAT ANY SUCH EMPLOYMENT SHALL BE CONDITIONED ON SATISFACTORY COMPLETION OF SUCH BACKGROUND, RESEARCH, INVESTIGATION AND REFERENCE CHECKS, MEDICAL EXAMS, SUBSTANCE TESTS AND/OR OTHER PROCEDURES AS SHALL BE REQUIRED BY THE HARTVILLE PANTRY.

I UNDERSTAND AND AGREE THAT, IF I AM HIRED, MY EMPLOYMENT WITH HARTVILLE PANTRY WILL BE AT WILL AND FOR NO DEFINITE PERIOD; AND THAT SUCH EMPLOYMENT MAY BE TERMINATED AT ANY TIME, BY ME OR BY THE HARTVILLE PANTRY, FOR ANY REASON NOT SPECIFICALLY PROHIBITED BY LAW, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES OR SALARY.

I CERTIFY THAT THE INFORMATION GIVEN BY ME ON THIS APPLICATION IS TRUE AND COMPLETE (AS IS THE INFORMATION WHICH I HAVE PROVIDED TO THE HARTVILLE PANTRY IN ANY DOCUMENT OR INTERVIEW), AND THAT I HAVE NOT WITHHELD ANY FACT WHICH, IF DISCLOSED, WOULD UNFAVORABLY AFFECT MY QUALIFICATIONS FOR EMPLOYMENT. I AGREE THAT ANY FALSE OR SUBSTANTIALLY MISLEADING INFORMATION FURNISHED BY ME ON OR IN CONNECTION WITH THIS APPLICATION, OR IN ANY RELATED INTERVIEW OR DOCUMENT, SHALL BE SUFFICIENT REASON FOR REJECTION OF MY APPLICATION, OR TERMINATION OF MY EMPLOYMENT, AS APPROPRIATE.

I HAVE CAREFULLY READ THE FOREGOING APPLICATION AND UNDERSTAND ITS CONTENTS.

APPLICANT'S SIGNATURE

DATE