



Application for Employment

(pre-employment questionnaire)

Various Federal, State and Local laws prohibit discrimination based on Race, Color, Sex, Religion, national Origin, Ancestry, Age(as prescribed by law), Handicap or Marital Status. Highland Orchards, Inc. is an equal opportunity employer and your response to any question will not be used as a basis for discrimination, but will be judged on its relevance to the position you are seeking.

Highland Orchards, Inc. • 1000 Thorndale Road, West Chester, PA 19380 • Phone (610) 269-3494

Applicant (Your name)

Last/First/Middle _____
 Address _____
 City/State/ Zip _____
 Home Phone no. _____
 Person to notify in case of emergency _____
 Emergency# Telephone _____

Basic Info:

Social Security no _____
 ARE YOU 18 YEARS OR OLDER? Yes No
 If no, give date of birth and age ____/____/____ age ____
 If you are not 18 years, are you prepared
 to provide working papers? Yes No _____
 Do you have a legal right and necessary papers to
 work in the United States? Yes No _____
 email address _____

Position Info:

Position you are applying for _____ Compensation/Hourly Wage Expected \$ _____
 When can you start _____ Other types of work you are interested in: _____

Any time(s) you are not available to work? _____

For temporary (Summer/Fall) Applicants: What is your expected last day available?

How did you hear about this position? _____

PLEASE List Days and Hours you are available

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
From							
Until							

Education

Are you in school now _____ What (grade) level have you completed? _____
 If you will be going (back) to school: When _____ Do you plan to be available to work during school weeks Yes no
 Special achievements _____

General

Do you have a valid Driver's License? Yes no # _____ State _____ Class _____
 Do you have a clean driving record for last 3 years? Yes no If no, please list violations. _____
 Have you, in the past 5 years, been convicted of a felony? Yes no If yes, please provide explanation. _____
 What type of equipment can you operate?(Be specific) _____

 Special Skills: _____
 Activities (civic, athletic, etc.): _____
 Other Comments: _____

For Farm Market Applicants Only:

Are you available to work at least one day per weekend? Yes No _____
 Are you prepared to work continually for up to 5 hours, Yes No _____
 Are you prepared to lift up to 50 lbs? Yes no _____
 Have you, in the last year had any disease transferrable through the handling of food, such as hepatitis or salmonella? No Yes

References

give the names of people that have known you for at least one year (no family)

1. _____
 name/ Address _____ Phone no. _____ Relationship _____

2. _____
 name/ Address _____ Phone no. _____ Relationship _____

3. _____
 name/ Address _____ Phone no. _____ Relationship _____

Employment History

(please begin with most recent employment)

1. Employer's name, Address & Phone #	Dates Employed	Position Held
.....	From: _____ To: _____ <u>Pay Rate</u> Starting _____ Final _____ name & Title of Supervisor Reason for Leaving
2. Employer's name, Address & Phone #	Dates Employed	Position Held
.....	From: _____ To: _____ <u>Pay Rate</u> Starting _____ Final _____ name & Title of Supervisor Reason for Leaving
3. Employer's name, Address & Phone #	Dates Employed	Position Held
.....	From: _____ To: _____ <u>Pay Rate</u> Starting _____ Final _____ name & Title of Supervisor Reason for Leaving

Are You Employed now? Yes no If yes, may we inquire of your present Employer? Yes no _____

Were you ever discharged by any employer? Yes no If yes, list company and reason. _____

Have you ever worked for Highland Orchards, Inc. before? Yes no If yes, please explain _____

Which of these jobs did you like best and why? _____

What do you like most about the job you are applying for? _____

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause."

Date _____ Signature _____

***** Do not Write Below This Line *****

Interviewer _____ Date _____

_____	Available When needed <input type="checkbox"/> no <input type="checkbox"/> Yes_____
_____	neatness: Presentable <input type="checkbox"/> no <input type="checkbox"/> Yes_____
_____	Has Skills needed for job <input type="checkbox"/> no <input type="checkbox"/> Yes_____
_____	Goals match Job <input type="checkbox"/> no <input type="checkbox"/> Yes_____
_____	Questions asked by applicant <input type="checkbox"/> no <input type="checkbox"/> Yes_____