

Highland Orchards, Inc. 1000 Marshallton Thorndale Road, West Chester, Pa 19380

Phone (610) 269-3494

Application for Employment

(pre-employment questionnaire)

Various Federal, State, and Local laws prohibit discrimination based on Race, Color, Gender, Gender Identity, Sexual Orientation, Religion, pregnancy, childbirth and related medical conditions, national Origin, Ancestry, Age (as prescribed by law.) Handicap or Marital Status, veteran status, or uniform service member 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.

Applicant (Your name) Last/First/Middle _____ Address _____ City/State/Zip _____ Contact phone no. _____ Person to notify in case of emergency _____ Emergency telephone no. _____	Basic Info: Social Security no. _____ ARE YOU 18 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, give date of birth and age ____/____/____ age ____ If you are not 18 years, are you prepared to provide working papers? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you have a legal right and necessary papers to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO _____ Email address _____
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Position Info:

Position you are applying for _____ Compensation/hourly Wage Expected \$ _____

When can you start _____ Other types of work you are interested in: _____

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Summer (From-Until) (5/23-8/31)							
Fall (From-Until) (9/1-11/30)							

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

Describe other activities, and the times, that will periodically affect your availability such as vacations, sports, music, etc.

Will your availability change in the Fall? YES NO For temporary (Summer/Fall) Applicants: What is your expected last day available? _____

How did you hear about this position? _____

Education

Are you in school now? _____ What (grade) level have you completed _____

Do you plan to be available to work during school weeks? YES NO

What days and hours are you available? _____

If you will be going (back) to school: When _____ Special Achievements: _____

General

Do you have a valid driver's license? YES NO # _____ State _____ Class _____

Do you have a clean driving record for the last 3 years? YES NO If no, please list violations _____

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Have you, in the past 5 years, been convicted of a felony? YES NO If yes, please provide an explanation _____

What type of equipment can you operate? (Be specific) _____

Special skills or talents: _____

Activities (civic, athletic, etc.) _____

Other comments: _____

For Farm Market Applicants Only:

Are you able to work at least one day per weekend? YES NO _____

Are you prepared to work continually for up to 5 hours without a break? YES NO _____

Are you prepared to lift up to 50 lbs? YES NO _____

Have you, in the last year had any diseases transferable through handling food, such as hepatitis or salmonella? YES NO _____

References

name/address _____ Phone no. _____ Relationship _____

name/address _____ Phone no. _____ Relationship _____

name/address _____ Phone no. _____ Relationship _____

Employment History

Please include all employers with whom you've worked for within the last 2 years. Please use additional paper if needed.

Employer's name, address & phone no. _____ _____ _____ _____	Dates Employed From: _____ To: _____ Pay Rate Starting _____ Final _____	Position Held _____ Name & Title of Supervisor _____ Reason for Leaving _____
Employer's name, address & phone no. _____ _____ _____ _____	Dates Employed From: _____ To: _____ Pay Rate Starting _____ Final _____	Position Held _____ Name & Title of Supervisor _____ Reason for Leaving _____

Are you employed now? YES NO if yes, may we inquire about 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 _____