

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE\* EQUAL OPPORTUNITY EMPLOYER

**PERSONAL INFORMATION**

DATE \_\_\_\_\_

NAME(LAST, FIRST, MIDDLE)		SOCIAL SECURITY NO.		
PRESENT ADDRESS	CITY	STATE	ZIP	
PERMANENT ADDRESS	CITY	STATE	ZIP	
PHONE NO.	CELLULAR NO.	REFERRED BY		

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES?  YES  NO

**EMPLOYMENT DESIRED**

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? YES <input type="checkbox"/> NO <input type="checkbox"/>	IF SO, MAY WE INQUIRE OF YOU PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	
EVER APPLIED TO THIS COMPANY BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/>	WHERE?	WHEN?

**EDUCATION**

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
OTHER				

**GENERAL INFORMATION**

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH & YEAR	NAME & TELEPHONE OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	PHONE	YEARS KNOWN

**PHYSICAL RECORD:**

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED?     YES    NO

IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION? \_\_\_\_\_

**CRIMINAL RECORD:**

HAVE YOU EVER BEEN CONVICTED OF A FELONY?    YES    NO

IF YES, PLEASE EXPLAIN \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMERGENCY CONTACT**

NAME	PHONE	RELATIONSHIP

"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 AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, MAY BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE.

THIS WAIVER DOES NOT PERMIT THE RELEASE OR USE OF DISABILITY-RELATED OR MEDICAL INFORMATION IN A MANNER PROHIBITED BY THE AMERICAN WITH DISABILITIES ACT (ADA) AND OTHER RELEVANT FEDERAL AND STATE LAWS.

I AUTHORIZE RUSSELL FEED & SUPPLY TO DEDUCT MONIES FROM MY PAYROLL CHECK FOR ANY MERCHANDISE NOT PAID FOR AND FOR DAMAGES TO PROPERTY OTHER THAN MY OWN CAUSED BY MY NEGLIGENCE.    \_\_\_\_\_ INITIAL

I UNDERSTAND THAT RUSSELL FEED & SUPPLY SUBJECTS ALL EMPLOYEES TO RANDOM DRUG AND ALCOHOL TESTS AND I WILL BE AUTOMATICALLY TERMINATED IF I REFUSE THE TEST OR HAVE A TEST SHOW POSITIVE FOR ANY ILLEGAL SUBSTANCE. \$40 WILL BE DEDUCTED FROM MY FINAL CHECK FOR ANY DRUG TEST GIVEN THAT RETURNS WITH A POSITIVE RESULT FOR ILLEGAL SUBSTANCES OR IF I TERMINATE MY EMPLOYMENT WITH RUSSELL FEED & SUPPLY WITHING 48 HOURS OF AN ORDERED DRUG OR ALCOHOL TEST.    \_\_\_\_\_ INITIAL

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

=====

OFFICE USE ONLY

INTERVIEWED BY		OFFICE	QB	CP	OAG
		SETUP			
POSITION	FULL OR PART TIME	START DATE		WAGE	

## GENERAL HISTORY

1. Do you have reliable transportation? \_\_\_\_\_
2. Are you willing to work at any of our stores? \_\_\_\_\_
3. Are you willing to work Saturday and Sunday's? \_\_\_\_\_
4. Do you like working with people? \_\_\_\_\_
5. Can you work over time? \_\_\_\_\_
6. Do you have a positive attitude? \_\_\_\_\_
7. Are you looking for a temporary or permanent position? \_\_\_\_\_

## BASIC SKILLS TEST

1. How many total bags of feed are there in each of the following:
  - A. 7 stacks containing 8 bags in each stack \_\_\_\_\_
  - B. 9 stacks containing 7 bags in each stack \_\_\_\_\_
  - C. the total of two large stacks,  
one with 86 bags and the second with 124 bags \_\_\_\_\_
  - D. A stack of 72 bags after 8 are sold \_\_\_\_\_
  - E. A pallet of bags with 4 bags per layer and 13 layers high \_\_\_\_\_
2. One ton = 2,000 lbs. How many 50lb bags does it take to make 3 tons? \_\_\_\_\_
3. A feed sells for \$5.95 per 50lb bag. How much would 150lbs cost excluding sales tax? \_\_\_\_\_

## FEED HANDLING TEST

To be administered by RUSSELL FEED INC interviewer.

Applicant is to safely lift a 50-pound bag of feed, place it on a 2 wheel dolly, push the dolly 10 yards, return and restock the bag.

Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

Interviewed by \_\_\_\_\_ Store \_\_\_\_\_

**APPLICANT RELEASE FORM**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

MIDDLE NAME \_\_\_\_\_ MAIDEN NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ALIASES OR OTHER NAMES USED \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ RACE \_\_\_\_\_ SEX \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ EYES \_\_\_\_\_ HAIR \_\_\_\_\_



I, \_\_\_\_\_, AUTHORIZE **RUSSELL FEED & SUPPLY** TO VERIFY ALL/ANY INFORMATION I HAVE LISTED ON MY EMPLOYMENT APPLICATION INCLUDING REFERENCES AND EMPLOYMENT HISTORY AND TO CONDUCT A CRIMINAL BACKGROUND CHECK.

X \_\_\_\_\_  
APPLICANT SIGNATURE DATE