



# Employment Application "An Equal Opportunity Employer"

**Please Print**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Present Address \_\_\_\_\_  
No. Street City State Zip

Permanent Address, if different from present address:

\_\_\_\_\_ Street City State Zip

### Employment Desired

Position applying for: \_\_\_\_\_

Are you applying for: \_\_\_\_\_

Regular full-time work? ..... Yes\_\_\_ No\_\_\_

Regular part-time work? ..... Yes\_\_\_ No\_\_\_

Temporary work, e.g., summer or holiday work? ..... Yes\_\_\_ No\_\_\_

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, during what period of time will you be available?

From: \_\_\_\_\_ To: \_\_\_\_\_

Are you available for work on weekends? ..... Yes\_\_\_ No\_\_\_

Would you be available to work overtime, if necessary? ..... Yes\_\_\_ No\_\_\_

If hired, on what date can you start work? \_\_\_\_\_

Salary desired: \_\_\_\_\_

### Personal Information

Have you ever applied to or worked for SunFoods, LLC before? Yes \_\_\_ No \_\_\_

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for SunFoods, LLC? Yes \_\_\_ No \_\_\_

If yes, state name(s) and relationship(s) \_\_\_\_\_



If hired, would you have a reliable means of transportation to and from work? ..... Yes\_\_\_ No\_\_\_

Are you at least 18 years of age? ..... Yes\_\_\_ No\_\_\_

(If under 18, proof of age and a work permit may be required before hiring)

Do you have a legal right to work in the United States? (Proof of identity and right to work in the US is a condition of employment) ..... Yes\_\_\_ No\_\_\_

Are you able to perform the essential functions of the job for which you are applying? Yes\_\_\_ No\_\_\_

If no, describe the functions that cannot be performed. \_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Are you currently employed? ..... Yes\_\_\_ No\_\_\_

If so, may we contact your current employer? ..... Yes\_\_\_ No\_\_\_

**Education, Training and Experience**

School	Name and Address	No. of Years Completed	Did You Graduate?	Degree or Diploma
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/ University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vocational/ Business			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Do you have any other experience, training, qualifications or skills, which you feel make you especially suited for work at Company? If so, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Employment History – please list all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.**

**Company** \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Type of Business \_\_\_\_\_



Telephone No. ( ) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_ May we contact? \_\_\_\_ Yes \_\_\_\_ No

**Company** \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Type of Business \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_ May we contact? \_\_\_\_ Yes \_\_\_\_ No

**Company** \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Type of Business \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_ May we contact? \_\_\_\_ Yes \_\_\_\_ No

**References – please list below three persons, not related to you, who have knowledge of your work performance within the last three years.**

Name: \_\_\_\_\_

Address \_\_\_\_\_



Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Telephone No: \_\_\_\_\_ #Yrs. Acquainted \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation: \_\_\_\_\_ Telephone No: \_\_\_\_\_ #Yrs. Acquainted \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation: \_\_\_\_\_ Telephone No: \_\_\_\_\_ #Yrs. Acquainted \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ Unless I specifically said "no," I agree the Company may contact my present and past employers to check this information and any matter related to my employment. I also authorize any person or Company to give SunFoods, LLC any information that it requests about me. I waive and release all persons and companies from any liability or damages that may result from the use, disclosure, or release of this information, whether it is favorable or unfavorable to me. I also authorize SunFoods, LLC to thoroughly investigate my references, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to any and all letters, reports and other information related to my suitability for employment, without giving me prior notice of such disclosure. In addition, I hereby release, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by Company, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written.

\_\_\_\_\_ I understand that if SunFoods, LLC hires me, I have no guarantee about the length of my employment and that the SunFoods, LLC or I may end the employment relationship at will, any time, with or without cause, and with or without notice. So, I do not need any reason to end my employment, nor does SunFoods, LLC need any reason.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Data Collection for EEO – 1 Reporting

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Please complete the information below to help us comply with the federal government record keeping and reporting. Your responses will be kept confidential and will be kept separate from your Personnel File. SunFoods, LLC (“Company”) is an equal employment opportunity employer. This information will not be used in any way to evaluate you as an employee. Your cooperation is voluntary. Refusal to provide information will not affect your job opportunities.

NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Sex:**

- Male
- Female

**Race/Ethnic Identification:**

- White (Not of Hispanic origin)
- Black (Not of Hispanic origin)
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native

**Job Category:** Choose one. If you are unsure of your job category, discuss it with the Human Resource Representative.

- Officials and Managers** — *Includes:* officials, executives, middle management, plant managers, department managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm’s operations.
- Professionals** — *Includes:* accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers. Occupations requiring college graduation or experience of such kind.
- Technicians** — *Includes:* computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers. Occupations requiring basic scientific knowledge and manual skill, which can be obtained through 2 years of post high school education, or through equivalent on-the-job training.
- Sales** — *Includes:* advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers. Occupations engaging wholly or primarily in direct selling.
- Office and Clerical** — *Includes:* bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers. Includes all clerical-type work regardless of level of difficulty.
- Craft Workers**— *Includes:* the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, arts occupations, hand painters, bakers, decorating occupations, and kindred workers. Manual workers of relatively high skill level having a thorough and comprehensive knowledge; exercise independent judgment; and receive an extensive period of training.
- Operatives** — *Includes:* apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), attendants (auto service and parking), chauffeurs, delivery workers, sewers and stitchers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, welders, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, and kindred workers. Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level that can be mastered in a few weeks with limited training.
- Laborers** — *Includes:* garage laborers, car washers and greasers, groundskeepers and gardeners, farm workers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers. Workers in manual occupations that generally require no special training; perform elementary duties that are learned in a few days; and require little or no independent judgment.
- Service Workers** — *Includes:* attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, janitors, police officers and detectives, porters, food servers, guides, ushers and kindred workers. Workers in both protective and non-protective service occupations.