

General

Date _____

Name _____
Last
First
Middle Initial

Address _____
Number
Street

City
State
Zip

Telephone () _____ Cell () _____

Are you of 18 years or older? (Circle) YES or NO

Position applied for (1) _____

and salary desired (2) _____

How many hours can you work weekly? _____

Can you work nights? (Circle) YES or NO

Full-Time Only Part-Time Only Full or Part-Time Date available for work? _____

Have you ever applied for employment with us? (Circle) YES or NO

How did you hear about the position? _____

<i>Days / Hours available to work</i>	
No Pref.	Thurs _____
Mon _____	Fri _____
Tue _____	Sat _____
Wed _____	Sun _____

Do you have of any relative(s) currently working for Index Fresh? (Circle) YES or NO

Relatives include: spouse, parent, child, sibling, grandparent, aunt/uncle, niece/nephew, in-law, cousin, step relative, dependent, or domestic partner

List relative(s) _____

Education

<i>Type of School</i>	<i>Name of School & Location</i>	<i>Date Start / End</i>	<i>Major and Degree</i>
High School			
College			
Business or Trade School			
Professional School			

Other Information

Have you ever been convicted of a crime? (Circle) YES or NO

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Other Information (continued...)

Do you have a License to Drive? (Circle) YES or NO

What is your means of transportation to work? _____

State of issue _____ Class _____ Expiration date _____

Have you had any accidents during the past three years? (Circle) YES or NO How many? _____

Have you had any moving violations during the past three years? (Circle) YES or NO How many? _____

References

Please list three references other than relatives or previous employers.

Name _____	Title _____	Relationship _____
Company _____	Phone (____) _____	

Name _____	Title _____	Relationship _____
Company _____	Phone (____) _____	

Name _____	Title _____	Relationship _____
Company _____	Phone (____) _____	

Military Service

Branch _____ From _____ To _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable, explain _____

Work Experience

Please list your work experience for the past ten years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer _____	Name of Supervisor _____
Address _____	Employment Dates From _____ To _____
City, State, Zip Code _____	Pay or Salary Start _____ Final _____
Phone Number (____) _____	Your last job title _____
May we contact? (Circle) YES or NO	
Reason for leaving (be specific) _____	

List the jobs held, duties performed, skills used or learned, advancements or promotions received while you worked at this company.

Work Experience (continued...)

Name of employer _____	Name of Supervisor _____
Address _____	Employment Dates From _____ To _____
City, State, Zip Code _____	Pay or Salary Start _____ Final _____
Phone Number (____) _____	Your last job title _____
May we contact? (Circle) YES or NO	
Reason for leaving (be specific) _____	
List the jobs held, duties performed, skills used or learned, advancements or promotions received while you worked at this company.	

Name of employer _____	Name of Supervisor _____
Address _____	Employment Dates From _____ To _____
City, State, Zip Code _____	Pay or Salary Start _____ Final _____
Phone Number (____) _____	Your last job title _____
May we contact? (Circle) YES or NO	
Reason for leaving (be specific) _____	
List the jobs held, duties performed, skills used or learned, advancements or promotions received while you worked at this company.	

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Did you complete this application yourself? (Circle) YES or NO
 If NO, who did? _____

Complete Application

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in your dismissal.

You understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ you in the future.

If Index Fresh decides to engage an investigative consumer reporting agency to report on your credit and personal history, you authorize Index Fresh to do so. If a report is obtained, Index Fresh must provide, at your request, the name and address of the agency so you may obtain from them the nature and substance of the information contained in the report.

Applicant / Employee Signature

Print Name

Date

**Job Applicant / Employee
Notice, Acknowledgement, and Consent for Drug Testing Requirements**

Index Fresh conducts testing to identify job applicants and current employees who may be abusing drugs. The Company’s Drug-Free Workplace/Policy Against Alcohol Misuse and Controlled Substance Use will be provided to you upon hire or you may request a copy at any time.

You have the right to refuse to undergo testing. However, if you are a job applicant, the consequences of refusing to undergo testing, or refusing to cooperate in testing will result in the termination of the pre-employment selection process. All offers of employment are contingent upon your passing a drug screening test. An employee who fails or refuses to undergo testing, or refuses to cooperate in the testing process will be subject to disciplinary action up to and including termination of employment.

Your signature below indicates you allow the Company to collect urine specimens for drug testing. You also give consent for the release of the test results to appropriate management employees. Finally, this consent form shall be valid and effective throughout your employment.

You agree that a facsimile or photocopy of this form is valid just like the original form.

Applicant / Employee Signature

Print Name

Date