



Wheat Montana Farms & Bakery, Inc.

10778 Highway 287, Three Forks, MT 59752
Phone (406) 285-3614/Fax (406) 285-3749
www.wheatmontana.com

APPLICATION FOR EMPLOYMENT

Position Applied for: _____

Date: _____

Location for Position Applied for: _____

Wheat Montana Farms & Bakery, Inc. considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. Additionally, Wheat Montana complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Wheat Montana also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the American with Disabilities Act and applicable state and local laws.

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____ City: _____ State/Zip: _____

Phone (home): _____ Phone (cell): _____ Email Address: _____

Can you provide proof of your eligibility to work if you are under 18 years of age? _____ Yes _____ No

You are available to work: _____ Full Time _____ Part Time _____ Temporary

Are you willing to work overtime as necessary? _____ Yes _____ No

Date you are available to begin work: _____ Salary/Wage desired: _____

Have you ever been employed by this company? _____ Yes _____ No If yes, when? _____

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you are applying? _____ Yes _____ No If yes, please explain below:

Have you ever been convicted of a crime (misdemeanor or felony)? _____ Yes _____ No
A conviction will not necessarily impede employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

If yes, please state the nature of the offense: when, where, and disposition:

Please list the name(s) of any relatives that work for Wheat Montana and your relationship to them:

Federal laws require employers to hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, Wheat Montana Farms & Bakery, Inc. will verify the status of every individual offered employment with the company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

Do you have the legal right to work and remain in the United States? _____ Yes _____ No

EDUCATION

	High School	College / University	Graduate / Professional
School Name & Location			
Years Completed/Degree Earned			
Describe Course of Study			

Please describe any specialized training, apprenticeship, skills & extra-curricular activities you've obtained:

Please describe any additional educational information you feel may be helpful to us in considering your application:

Please list professional, trade, business or civic activities and offices held.

(Exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.)

MILITARY SERVICE RECORD

Have you ever served in the armed forces? _____ Yes _____ No

List duties and accomplishments in the Service, including special training that is relevant to this position:

PRIOR WORK EXPERIENCE (Please list in order, last or current employment first. Account for any gaps in your employment.)

Employer Name: _____ Phone: _____

Employer Address: _____ Website: _____

Dates Employed: _____ Rate of Pay: \$ _____ Dept: _____

Supervisor's Name/Title: _____ Reason for leaving: _____

Explain work performed (essential duties): _____

Employer Name: _____ Phone: _____

Employer Address: _____ Website: _____

Dates Employed: _____ Rate of Pay: \$ _____ Dept: _____

Supervisor's Name/Title: _____ Reason for leaving: _____

Explain work performed (essential duties): _____

Employer Name: _____ Phone: _____

Employer Address: _____ Website: _____

Dates Employed: _____ Rate of Pay: \$ _____ Dept: _____

Supervisor's Name/Title: _____ Reason for leaving: _____

Explain work performed (essential duties): _____

SKILLS/EXPERIENCE

Please list office equipment, computers, hardware and software for which you are familiar: _____

Are there any other experiences, skills, or abilities that you feel especially qualify you to work for our company? _____

Please check all that apply and list years of experience in each:

Check All that Apply	Skills/Experience	# Years Experience
	Bakery	
	Production	
	Retail	
	Sales	
	Office	
	Management	
	Maintenance/Facilities	
	Distribution	
	Merchandising	
	Driving (Commercial)	

PROFESSIONAL REFERENCES (Please list at least three professional persons you have known for at least one year.)

Name	Address/Phone	Position/Occupation	Years Acquainted	Relationship

PERSONAL REFERENCES

Name	Address/Phone	Position/Occupation	Years Acquainted	Relationship

APPLICANT'S PREEMPLOYMENT STATEMENT (Please read carefully and sign the statement below)

I understand and agree that:

The information that I have provided on this application is true and accurate to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or, if employed, termination from Wheat Montana's employ. Any offer of employment I may receive from Wheat Montana is contingent upon my successful completion of the company's total pre-employment screening process, including the company's receiving references that it considers satisfactory.

I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Wheat Montana. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to Wheat Montana. In processing my application for employment, the company may verify all the information provided by me, or may procure or have prepared a consumer or an investigative consumer report for this purpose concerning my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. I understand that upon written request to the company, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation.

I authorize & request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information. In consideration of my employment, I agree to comply with the policies, rules, regulations, & procedures of the company. I further understand that no manager or representative of the company, other than the President, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by the President and myself.

Signature

Date

FOR OFFICE USE ONLY

Arrange Interview: _____ Yes _____ No Date for Interview: _____ Location: _____

References Verified: _____ Yes _____ No Remarks: _____

Employed: _____ Yes _____ No Date of Employment: _____ Wage/Salary: _____

Job Title: _____ Department: _____

New Hire Reporting Form Completed: _____ Yes _____ No Date NH Form turned into HR: _____

Approved by: _____ Date: _____

Other Comments: _____