



Schenck Foods Co.
3578 Valley Pike
Winchester, VA 22602
Phone: 540-869-1870
Fax: 540-869-4273

EMPLOYMENT APPLICATION

Instructions: Please print in ink. Indicate "N/A" on any questions which do not apply to you. Please be sure to sign and date the back of the application where indicated. We consider applicants for all positions on the basis of qualifications and without regard to race, color, creed, religion, sex, national origin, age, veteran status, marital status, disability or any other characteristic protected by federal, state or local law. Thank you for choosing **Schenck Foods Co.** as a potential employer!

Date available for work: ____/____/____

Application Date: ____/____/____

Name: _____
(Last) (First) (Middle)

Present Address: _____
(Street) (City) (State) (Zip)

Home Phone: _____ **Cell Phone:** _____ **E-Mail:** _____

Position(s) Desired: _____ **Full-time:** _____ **Part-time:** _____

Shift preferred: Day: _____ Night: _____ Any: _____ **Overtime:** Yes: _____ No: _____

Days/Hours available to work: No preference: _ Sun: _ Mon: _ Tues: _ Wed: _ Thurs: _ Fri: _ Sat: _

Referral Source: Advertisement: ____ Employee Referral: ____ Employment Agency: ____ Walk-in: ____ Relative: ____

Name of Referral Source: _____

Are you over age 18? Yes: _____ No: _____

Are you eligible to work in the U.S.? Yes: _____ No: _____

Do you have a valid driver's license and/or reliable transportation to work? Yes: _____ No: _____

Have you ever been convicted of a crime other than a minor traffic offense? Yes: _____ No: _____

If yes, please explain. A conviction is not an automatic bar to employment with the company. Rather, factors such as age and date of conviction, seriousness and nature of the crime, will be considered:

In prior employment, have you ever been disciplined or discharged for attendance problems, sexual harassment, discrimination, fighting, taking or damaging company property or violating safety rules?

Yes: _____ No: _____

If yes, please explain: _____

Have you ever applied for employment or been employed with Schenck Foods? Yes: _____ No: _____

If so, when and in what position? _____

Do you have any relatives employed at Schenck Foods? Yes: _____ No: _____

If so, name and what relationship to you? _____

This application for employment is good for 90 days only.
Consideration for employment after 90 days requires a new application.

Work History

Please go back 15 years. If you need additional space, please attach a separate sheet. Explain any gaps in employment.

1. Current or most recent employer: _____

Address: _____ Phone #: _____

Position held: _____ Immediate Supervisor: _____

Nature of work performed: _____

Length of service: From: _____ To: _____ Wage: _____ May we contact? _____

Reason for leaving: _____

2. Employer: _____

Address: _____ Phone #: _____

Position held: _____ Immediate Supervisor: _____

Nature of work performed: _____

Length of service: From: _____ To: _____ Wage: _____ May we contact? _____

Reason for leaving: _____

3. Employer: _____

Address: _____ Phone #: _____

Position held: _____ Immediate supervisor: _____

Nature of work performed: _____

Length of service: From: _____ To: _____ Wage: _____ May we contact? _____

Reason for leaving: _____

If any employment for any of the above was under a different name, indicate name: _____

Skills and Experience

(Please check the skills which you have)

Accounting

Administration

Management/Supervision

Mechanical - Diesel or other

Maintenance

Food Distribution

CDL License

Forklift Skills

Human Resources

Data Entry/Computer Use

Computer Programming

Customer Service

Reception

Secretarial

Warehouse

Clerical

Purchasing

Outside Sales

Educational History

Type of School	Name & Address of School	Last Grade Completed	Major Courses / Degree
High School		9 10 11 12	
College		1 2 3 4	
Trade School		1 2 3 4	
Bus. School		1 2 3 4	

Please complete the following *only* if you are applying for a driving job:

Do you have a valid CDL? Yes: _____ No: _____ Class: _____ Expiration Date: ____/____/____
 Have you had any accidents in the past three years? Yes: _____ No: _____ How many? _____
 Have you had any moving violations in the past three years? Yes: _____ No: _____ How many? _____

Military Experience: Branch _____ From _____ To _____
 Rank & Type of Service: _____
 Training related to your desired position at Schenck's: _____

Special Interests and Hobbies (You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.): _____

Additional Information: Use the space below to give additional information about your qualifications or amplify any statements made in this application that might be helpful in evaluating your qualifications for employment.

References

Please list three professional references:

1. Name: _____ Workplace/Title: _____
 Address: _____ Phone: _____

2. Name: _____ Workplace/Title: _____
 Address: _____ Phone: _____

3. Name: _____ Workplace/Title: _____
 Address: _____ Phone: _____

**PLEASE READ THE FOLLOWING
STATEMENTS CAREFULLY BEFORE SIGNING**

I hereby certify that that the facts set forth in the above employment application are true and complete to the best of my knowledge. I agree that any omissions or false or misleading statements on this application or in a personal interview shall be sufficient cause for rejection or dismissal even if discovered at a later date.

I hereby authorize Schenk Foods to verify the accuracy of the information given and make any investigation of my personal, work, financial, criminal record, driving record and credit history by an investigative or credit agency or by the Company. I hereby release Schenck Foods, its agents and employees, any former employer and any other parties from any/all liability of whatever kind and nature which, at any time, could result from furnishing or obtaining information or basing an employment decision on such information. The above authorization is valid not only at the time of my application, but throughout my employment with Schenck Foods

If hired, I agree to conform to the rules and regulations of Schenck Foods Co. at all times. I understand that, under Schenck Foods Company's drug and alcohol testing policy, job applicants will be asked to submit to drug and alcohol testing. No applicant will be asked to submit to testing unless an offer of employment has been made. An offer of employment, however, is conditional on the applicant testing negative. This policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard privacy rights to the fullest extent of the law.

I understand that nothing in this application for employment creates in any way an implied or expressed right of contract of employment and contains no representation of future or continued employment. Both the undersigned and Schenck Foods may end the employment relationship at any time with or without specified notice or reason.

I understand that it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for a reasonable accommodation that would be required by the ADA. As indicated above, Schenck Foods is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Signature: _____

Date: _____

Please complete the following voluntary information:

(Remove upon receipt)

AFFIRMATIVE ACTION

Schenck Foods Co. is an Equal Opportunity Employer. Government Agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment, or later advancement in employment.

Check any that apply: **Sex:** Male: _____ Female: _____

Race/Ethnicity: White: _____ Black: _____ Hispanic: _____ American Indian: _____ Asian: _____

Veteran Status: Vietnam Veteran: _____ Disabled Veteran: _____ Campaign Badge Holder _____