



Application Date _____
Interview Date _____
Hire Date: _____

JOB APPLICATION FORM
AN EQUAL OPPORTUNITY EMPLOYER
PLEASE ATTACH YOUR RESUME TO APPLICATION

Personal Information

First Name: _____ Last Name: _____

Address: _____

City _____ State _____ Zip _____

Email address: _____

Phone _____ Mobile: _____

Current Employer (if any) : _____

Employment Type Desired: Full Time ☐ Part Time ☐

Are you 18 years or older? Yes ☐ No ☐

Position Applying for: _____

If hired can you furnish proof that you are legally entitled to work in the United States?

☐ Yes ☐ No

Do you have any relatives employed at this location?

☐ Yes ☐ No

Have you ever been convicted of a crime in the last (7) years? (Answer no to expunged and sealed records or minor traffic offenses) If Yes, please explain.

A "yes" answer does not automatically disqualify you from employment. Factors such as the date of the offense, seriousness and nature of the offence, rehabilitation of the offense to the position for which you are applying will be considered.

☐ Yes ☐ No

Education/Qualifications

☐ Diploma- High School Name: _____

☐ Vocational Program: _____

☐ College Degree: _____
(list school and focus of courses)

Voluntary Information

This information is being requested in accordance with federal regulations. The information is voluntary and won't be used when considering you for employment with Mountaineer Food Bank

Race or Ethnic Group

☐ American Indian/Alaskan

☐ Asian/Pacific Islander

☐ Black/ African American

☐ Hispanic/Latino

☐ While/Caucasion

☐ Other

Gender

☐ Male

☐ Female

How did you hear about this position?

☐ Newspaper

☐ Company Employee

☐ News Media Coverage

☐ Social Media

☐ Job Fair

☐ Placement Office

☐ Website

☐ Other_____

Employment History

Please provide contact information for employers, starting with the most recent.

#1 Most recent employer: _____

Contact:_____

Dates of Employment: _____ Title_____

Wage/ Salary_____

May we contact for reference?

Is this your current employer?

☐ Yes

☐ Yes

☐ No

☐ No

Please list additional reference contact information below (name, phone, email, etc.)

1.)

2.)

3.)

#2 Most recent employer: _____

Contact:_____

Dates of Employment: _____ Title_____

Wage/ Salary_____

May we contact for reference?

☐ Yes

☐ No

Is this your current employer?

☐ Yes

☐ No

Please list additional reference contact information below (name, phone, email, etc.)

- 1.)
- 2.)
- 3.)

#3 Most recent employer: _____

Contact:_____

Dates of Employment: _____Title_____

Wage/ Salary_____

May we contact for reference?

☐ Yes

☐ No

Is this your current employer?

☐ Yes

☐ No

Please list additional reference contact information below (name, phone, email, etc.)

- 1.)
- 2.)
- 3.)

Certification of Authorization

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND AND ACKNOWLEDGE THAT I HAVE BEEN HIRED AT THE WILL OF MOUNTAINEER FOOD BANK AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AND THAT I MAY LIKEWISE RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I authorize the employers, organizations, and persons stated on this application to give Mountaineer Food Bank (including all related or affiliated entities) any and all information (except information which cannot be obtained as a matter of law) and records concerning my previous employment and education and I release and hold harmless of said employers, organizations or persons from all claims and damages arising out of the provision of this information and/or records to Mountaineer Food Bank. I also understand that all employment is contingent upon my passing, as appropriate, a pre-employment drug test, criminal background screen, and possibly a medical examination after a conditional offer of employment has been made. I further understand that my employment is contingent upon my consent to the attainment and release of consumer or investigative report(s) regarding me, and that my employment

is contingent upon Mountaineer Food Banks review of the information contained in any such consumer or investigative consumer reports(s). These reports may be obtained at any time after receipt of this authorization and throughout my employment, as provided by law. I have read the notice separately and provided to me regarding the attainment of such reports and my consent is given by signature below.I also understand that Mountaineer Food Bank at its sole discretion, may alter, amend, or eliminate its existing employment policies, procedures, practices, compensation systems and other privileges and benefits at any time, with or without cause and/or notice (except where notice is required by law).

I CERTIFY that all information provided in this application for employment is true and complete. I understand that any false information or omission of information may disqualify me from further consideration for employment and can result in termination of my employment if discovered at a later date while employment.

If selected to be employed, I will be required to provide original documentation which verify my identity and right to work from the United States under federal law. The document(s) provided will be used to complete the US I-9 form.

I acknowledge that I have read and agree to the above statements.

Signature

Date