

Homestead Farm Employment Application

6-16-05

15600 Sugarland Road, Poolesville, Maryland 20837 • 301-926-6999

Application for Employment

Please print all responses

Date of Application: ____/____/____

Name					
	Last	First	Middle	e-mail	Social Security Number
Address	Street		City	State	Zip Code

Telephone ____ - ____ - ____	Cell: ____ - ____ - ____
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Name of person to notify in case of an emergency: _____ Relationship: _____

Emergency Telephone: (H) ____ - ____ - ____ (W) ____ - ____ - ____

If you are under 18, you will be required to furnish a work permit. **If under 18**, please give date of birth: ____/____/____

Are you legally eligible for employment in this country? Yes No (Proof of U.S. citizenship or immigration status will be required upon employment.)
Circle One

Position(s) applied for in order of preference:
 ____ Farm Market ____ Cashier ____ Hayride Driver ____ School Tour Guide ____ General Help

List any skills/experiences/talents that would be helpful in your employment at Homestead Farm:

How did you hear about Homestead Farm? (circle one): Post Times Gazette Other Paper Walk-In Referral

If referred, who referred you? _____

Have you even been employed at Homestead Farm? Yes No In which department? _____

List any friends or relatives currently or previously employed by Homestead Farm: Name _____
 Department _____

Have you ever been a cashier? Yes No Have you ever worked in a retail situation? Yes No

Are you willing to work weekends? Yes No Holidays? Yes No

If you are a student, can you work after school? Yes No

Type of employment desired: Full Time Part-Time Temporary Seasonal

How many days and hours per week do you want to work? Please list all **available** hours on the chart below:

Hours available:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	
Time you are available to start:								Date you can start:
Time you need to finish:								Salary desired: \$

Circle Highest Grade Completed 7 8 9 10 11 12 13 14 15 16+	Are you attending school now? <input type="checkbox"/> Yes Where? _____ <input type="checkbox"/> No	Date you will complete school: ____/____/____
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Type of School	Names of School Attended	City	State	Did You Graduate?	Degree and/or Major Subject
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any machines that you can operate:

Describe any special courses, seminars activities, scholastic awards or apprenticeships:

Are you an honor roll student? Yes No Do you have sports obligations? Yes No When? _____

Do you have vacations plans? Yes No When? _____

Personal References – Name	Telephone	Years Known

Do you have any physical limitations that preclude you from performing any of the work for which you are being considered? Yes No

If yes, what can be done to accommodate your limitations? _____

APPLICANT PLEASE READ THE STATEMENTS BELOW

In consideration of my employment, I agree to follow the rules and regulations of Homestead Farm: I understand that my employment and compensation can be terminated with or without cause, and without prior notice at anytime by Homestead Farm or at my own option. I agree that all information I obtain about the Company, its business and inventions will be maintained in confidence by me and will not be disclosed to third parties.

I declare that my answers to the questions of this application are true, and I give Homestead Farm the right to investigate all statements and secure additional information, if desirable, including criminal and other reports from federal, state, and local agencies. I authorize, without reservation, any party contacted to furnish such information, and hereby release from all liability and responsibility all persons, companies or corporations furnishing any such information. I understand that any incomplete or false information contained in this application could result in the termination of my employment. If hired, I agree that my continued employment is subject to the review and further approval of my application package by Homestead Farm's personnel department.

Homestead Farm is a equal opportunity employer. The Civil Rights Acts of 1964 and 1991, the Americans with Disabilities Act, and State and Local Laws prohibit discrimination on the basis of race, color, religion, sex, national origin, or disability. In addition, the Age Discrimination in Employment Act of 1978 and some State and Local laws prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. It is our policy to comply fully with these Acts and information requested on this application will not be used for any purpose prohibited by law.

Signature

Date