



# Potandon Produce L.L.C.

## Application for Employment

Potandon Produce L.L.C. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws. The following information is requested in order to help us make the best possible placement within the Company. OUR COMPANY SUBSCRIBES TO AN ALCOHOL AND DRUG- FREE WORKPLACE. YOU WILL BE REQUIRED TO SUBMIT TO A DRUG SCREEN IF OFFERED A POSITON AT POTANDON. All portions of this application pertaining to you must be completed. Please do not just refer to your resume.

Date: \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Preferred Contact Number (include area code)

\_\_\_\_\_  
Position Sought:

\_\_\_\_\_  
Date Available:

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Salary Desired:

Are you legally eligible for employment in the  
United States?    Yes    No

(If offered employment, you will be required to provide documentation to verify eligibility.)

### Education, Special Training & Skills

#### High School

Diploma    Yes    No    GED    Yes    No

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

#### College/Vocational School

Number of Years Completed: \_\_\_\_\_

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degree(s) Earned \_\_\_\_\_

#### Other Training/Degree(s) (use an additional sheet if necessary)

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Course \_\_\_\_\_ Degree/Cert. Earned \_\_\_\_\_

**Please use this space to describe any skills you feel are related to the position sought (use an additional sheet if necessary).**

Have you ever been convicted of a crime?    Yes    No

If "YES", please provide an explanation, including date of conviction, state, county, offense and other relevant information (use an additional sheet if necessary):

A "YES" answer does not automatically bar an applicant from employment. All relevant circumstances will be considered.

**Previous Experience**

Starting with the most recent, list all jobs held, within the last 10 years and the employers within that period (minimum of 3, if you have had 3). Include any relevant volunteer activities. Please explain any gaps in employment history. Attach an additional sheet if necessary.

Name of Employer: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ May we contact this employer? Yes No

Job Title: \_\_\_\_\_ Supervisor/Manager: \_\_\_\_\_

Employment Dates (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_ Part Time Full Time

Reason for Leaving: Were you ever terminated or discharged from this job? YES NO

Did you ever quit under threat of discharge? YES NO

Other: \_\_\_\_\_

List the duties you performed, skills used or learned, advancements/promotions while you were employed with this company:

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Phone Number: (\_\_\_\_) \_\_\_\_\_ May we contact this employer? Yes No

Job Title: \_\_\_\_\_ Supervisor/Manager: \_\_\_\_\_

Employment Dates (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_ Part Time Full Time

Reason for Leaving: Were you ever terminated or discharged from this job? YES NO

Did you ever quit under threat of discharge? YES NO

Other: \_\_\_\_\_

List the duties you performed, skills used or learned, advancements/promotions while you were employed with this company:

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Have you ever received any discipline in the workplace? YES NO

If "yes" please provide a detailed explanation: \_\_\_\_\_

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Professional References	Personal References
Name: _____	Name: _____
Phone: _____	Phone: _____
Relationship: _____	Relationship: _____
Years Known: _____	Years Known: _____
Name: _____	Name: _____
Phone: _____	Phone: _____
Relationship: _____	Relationship: _____
Years Known: _____	Years Known: _____

**APPLICANT’S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of relevant facts on this application (or any other documents) may result in me no longer being considered for employment, withdrawal of any offer of employment, or immediate termination of employment, regardless of when or how discovered. Withdrawal of any offer of employment or termination of employment under such conditions will be accomplished with no liability for Potandon Produce LLC (“Potandon”), its officers, directors, managers, employees, agents, and affiliates (together, “Agents and Affiliates”), or further obligation to me, other than for payment through the last day of employment for earnings from Potandon at the rate agreed upon.

I authorize investigation of all statements contained herein, including my employment history, educational records, a criminal background check, a driver history check, and similar background information, as Potandon deems relevant and necessary, and I release Potandon, its Agents and Affiliates, from any and all liability, claims, or damages that may result from conducting such an investigation, and promise not to sue Potandon, its Agents and Affiliates, in connection with releasing such information, consistent with any limitations imposed by law. I authorize the references listed above to give you any and all information concerning my previous employment, and release from liability any persons providing such information.

I understand that this is an application for at-will employment and is not an offer of employment. I understand and agree that should an employment offer be extended to me and accepted that I will fully adhere to Potandon’s policies, rules and regulations of employment. I understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an employment contract (express, implied, or otherwise). I understand that any employment offered within Potandon is purely at-will. As such, if I am employed by Potandon, either Potandon or I may terminate the employment relationship with or without cause or advance notice at any time.

I understand that should I be offered employment at Potandon, I will be subject to a pre-employment drug screening and that any potential future employment is contingent upon my continual compliance with the Alcohol and Drug Free Workplace Policy.

**I HAVE READ AND REVIEWED AND AGREE TO THE INFORMATION PROVIDED IN THIS APPLICATION AND THE ABOVE STATEMENTS.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_