

TRADERS POINT FARM ORGANICS

EMPLOYMENT APPLICATION

9101 MOORE ROAD

ZIONSVILLE, INDIANA 46077

Applicant's Full Name _____
Last First Middle

Address _____

City _____ **State** _____ **Zip Code** _____

Home Phone _____ **Cell Phone:** _____

Email Address: _____ **Birth Date:** ____/____/____

Gender: Male Female **Marital Status?** Married Single

Social Security # ____/____/____ Divorced Widowed

Emergency Contact:

Name: _____ **Name:** _____

Relationship: _____

Work History: (please begin with the most recent)

Company: _____

Address: _____

City _____ **State** _____ **Zip Code** _____

Phone number: _____ **Extension:** _____

Responsibilities: _____

Manager/Supervisor: _____

May we contact them? Yes No **Phone:** _____

Reason for Leaving _____

Hire Date: _____ **End date:** _____

Ending Salary: _____

Work History: (please begin with the most recent)

Company: _____

Address: _____

City _____ **State** _____ **Zip Code** _____

Phone number: _____ **Extension:** _____

Responsibilities: _____

Manager/Supervisor: _____

May we contact them? Yes No **Phone:** _____

Reason for Leaving _____

Hire Date: _____ **End date:** _____

Ending Salary: _____

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Work History: (please begin with the most recent)

Company: _____

Address: _____

City _____ State _____

Phone number: _____

Responsibilities: _____

Manager/Supervisor: _____

May we contact them? Yes___ No___ Phone: _____

Reason for Leaving _____

Hire Date: _____ End date: _____

Ending Salary: _____

Please attach additional work history.

Are you age 18 or older? Yes___ No___ If no, do you have a work permit? Yes ___ No___

Under age 18, please list parent or guardian name: _____

Are you legally allowed to work in the United States? Yes___ No___

Are you related to anyone or know anyone that is employed at TPF? Yes No

If yes, who _____ Relation? _____

Have you ever worked for Traders Point Farms in the past? _____

If yes, when? _____ What deptment? _____

Education:

Name and address of High School: _____

Did you graduate? Yes___ No___ Year _____ GED Yes___ No___

Name and address of College: _____

Degrees Completed: _____ Other Subjects Studied: _____

Trade, Business or Correspondence School: _____

Have you served in the US Military? Yes___ No___

If Yes, when? _____ Branch _____

Have you ever pleaded guilty, no contest or been convicted of a crime? Yes___ No___ If

yes, please provide dates and details: _____

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered. We retain the right to run a background check.

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What Computer skills do you have? _____

Training / Skills / Abilities: _____

Volunteer experience / hobbies: _____

What Traders Point Farm Organics Department / Position are you interested in working?

Creamery	Farm	Office	Restaurant	Store	Warehouse	Other
Operator	Animals	Accounting	Cook	Sales person	Local Route Salesperson	
Packaging	Garden	Administration	Dish washer	farmer's market	Distribution Coordinator	
Quality	Other	Marketing	Host/Hostess		Truck Driver	
			Server		Order Filler	
Other		Other	Other			

When are you available to start? _____

What days are you available to work?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM

Personal References: Please do not list relatives

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

How long have they known you? _____

Personal References: Please do not list relatives

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

How long have they known you? _____

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Professional References:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
How long have you known them? _____
How do you know them professionally? _____

Professional References:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
How long have you known them? _____
How do you know them professionally? _____

Comments or Questions:

Signature _____ **Date:** _____

Thank you for applying for employment with Trader's Point Farm Organics. Your application will be reviewed and considered by our human resource department. There is no guarantee of employee. We will retain your application on file for one year and review it should there be any positions that may become available and are in alignment with your experience, skills and abilities. Thank you again for your interest in Traders Point Farm Organics.

FOR OFFICE USE ONLY:

Employment status: _____ Offer Made: _____
File# _____ Department/ Manager signature: _____
30d review due: _____ 60d review due: _____ 90d review: _____
Required documents: W-4 and I-9