

Name: _____
(Last) (First)

Position Applying For: _____

Date: ____ / ____ / ____



Nelson-Jameson, Inc.

Application for Employment
Confidential

Serving Customers From Seven Locations

3200 South Central Avenue
Marshfield, WI 54449

2400 East 5th Street
Marshfield, WI 54449

180 N. Wacker
Chicago, IL 60606

1221 Wallace Street
York, PA 17403

8840 Centerport Blvd
Amarillo, TX 79108

3004 Humphrey Court
Turlock, CA 95380

568 Grange Lane
Twin Falls, ID 83301

Phone 715/387-1151
Fax: 715/387-8746

All applicants must fill out these pages completely

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, citizenship, mental or physical disabilities, veteran status, or any other legally protected status.

Personal

Name in full (last, first, middle) _____ Phone _____

Present Address _____
Street City State Zip

Permanent home address Same _____

E-mail Address _____

Have you ever applied at Nelson-Jameson before? _____ If yes, approximate year? _____

Have you ever worked in a food industry? _____ In what capacity? _____

Have you ever lived or worked on a farm? _____

Are you 18 years of age or over? Yes No

Are you legally eligible to work in the United States? Yes No

List any professional memberships or organizations that you participate in that you feel are related to the position you are applying for.

Education

School	Name and City/State	Course of Study	Select Last Year Completed	Did You Graduate?	List Diploma Or Degree
Elementary					
High					
College					
Other (Specify)					

Driver Information (To be completed by anyone who will drive employer's vehicle, whether regularly or occasionally.)

Type of Driver's License you hold: _____ Operator _____ Commercial Driver's (CDL)

Issued by what state: _____ Expiration Date: ____ / ____ / ____ Driver's License No. _____

Has your driver's license been revoked or suspended in last 3 years? YES NO If yes, explain _____

Employment History

Provide the following information for your past and current employer(s), starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer	Telephone ()	Dates Employed	
		From	To
Address			
Job Title		Summarize the type of work performed and job responsibilities:	
Immediate Supervisor and Title			
Reason for leaving			
May we contact for reference? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Later			
<hr/>			
Employer	Telephone ()	Dates Employed	
		From	To
Address			
Job Title		Summarize the type of work performed and job responsibilities:	
Immediate Supervisor and Title			
Reason for leaving			
May we contact for reference? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Later			
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May we contact for reference? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Later			

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		From	To
Address			
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Immediate Supervisor and Title			
Reason for leaving			
May we contact for reference? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Later			

Comments including explanation of any gaps in employment _____

Are you currently under a non-compete agreement? _____

Comments, if yes _____

Other skills, qualifications and experiences

Indicate with the appropriate letter your degree of experience and operating skill:

Indicate skill (level) as: L (limited) I (intermediate) P (proficient)

Skill	Skill Level	Skill	Skill Level	Skill	Skill Level
Warehouse Operation		Computer Operation		Ten-Key/Calculator	
Forklift Operation		Data Entry		Switchboard	
		Word Processing			
		Spreadsheet			

List other qualifications, training, skills, licenses, or experiences which you feel qualify you for this job: _____

Personal/Character References

Do not list employers or relatives. May we contact your references? _____

Name & Address	Occupation	Phone Number

Can you, with or without reasonable accommodation, perform the essential functions of this job? (If you have any questions about the functions of the job, please discuss with Nelson-Jameson before answering this question.)

YES NO If no, explain _____

Are you available to work: Full Time Part Time Temporary Evenings

What salary/wage is required? _____

What date would you be available for this position if offered? _____

Statement by Applicant:

This certifies that this application was completed by me, and that all entries on it are true and complete to the best of my knowledge. In submitting this application for employment, I authorize Nelson-Jameson to investigate previous employment, educational background and references, including applicable information regarding character and personal characteristics which relate to my qualifications for a position in their Company. I authorize any and all schools, former employers, references, courts, and others who have information about me to provide such information to appropriate Nelson-Jameson representatives. I release all parties involved from any and all liability and potential damages. I understand I may be required to successfully complete a medical exam and/or drug screening test for employment.

Upon separation of employment, I authorize Nelson-Jameson, to withhold from my final paycheck any monies owed to them by me, if not prohibited by law, for equipment, unpaid insurance premiums, loans, products, or other assets in my possession and not promptly returned. I also accept that any complaint or conflict that cannot be resolved internally may be referred to Alternative Dispute Resolution, unless prohibited by law.

I further understand that, if employed, I may end my employment at any time and that Nelson-Jameson has that same right. I understand my employment is "at-will", as it is not the practice of the company to enter into employment contracts, express or implied. An offer of employment does not constitute an employment contract. I understand that no representative of the company is authorized to state or imply that a contract for permanent employment exists between the Company and me.

Signature of Applicant _____ **Date** ____ / ____ / ____

Note: Application will be considered only if fully completed; any false statements or misrepresentations on this application will result in dismissal. I understand that this application is considered current for one year. If I wish to be considered for employment after this period, a new application must be submitted.

It is necessary for us to have your permission to obtain transcripts from educational institutions you have attended. Please complete the form(s) below.

I agree that Nelson-Jameson administrative personnel may receive a transcript of my grades at the educational institution listed:

High School: _____

Last Year Attended/Graduation Year: _____

Address: _____

City, State, Zip: _____

Maiden Name (if applicable): _____

Name (Please Print): _____

Signature: _____

School Registrar: Thank you for your promptness in responding to this request. This application is being considered within the next few days. Please send this transcript and any costs involved directly to:

Nelson-Jameson, Inc.
Attn: Human Resources
P.O. Box 647
Marshfield, WI 54449

I agree that Nelson-Jameson administrative personnel may receive a transcript of my grades at the educational institution listed:

College, University or Technical School: _____

First Year – Last Year Attended: _____

Address: _____

City, State, Zip: _____

Maiden Name (if applicable): _____

Name (Please Print): _____

Signature: _____

School Registrar: Thank you for your promptness in responding to this request. This application is being considered within the next few days. Please send this transcript and any costs involved directly to:

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