

# TAFFY TOWN, INC.

## EMPLOYMENT APPLICATION

Please fully and accurately complete each question.  
Incomplete applications may not be considered.

Qualified applicants receive equal consideration.  
No question is asked for the purpose of excluding  
any applicant due to race, color, national origin,  
religion, age, sex, disability, or any other factor  
prohibited by law or regulation.  
AN EQUAL OPPORTUNITY EMPLOYER

Today's Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Street

City State Zip Code

Referred by: \_\_\_\_\_

### WORK PREFERENCE

Position  Production  Office Starting Date \_\_\_\_\_ Desired Wage \_\_\_\_\_

Shift Applying For  Full Time Day 6:00am-4:30pm  Part Time Evening 4:15pm-10:30pm

Are you employed now?  Yes  No

May we contact your present employer for a reference?  Yes  No

Will you work overtime if necessary?  Yes  No

Have you applied here before?  Yes  No If yes, when? \_\_\_\_\_

### EDUCATION

Grammar School \_\_\_\_\_ Graduated?  Yes  No  
Name and Location

High School \_\_\_\_\_ Graduated?  Yes  No  
Name and Location

College \_\_\_\_\_ Graduated?  Yes  No  
Name and Location

Describe any formal schooling or training related to this work: \_\_\_\_\_

List any licenses, certificates or professional affiliations you may have: \_\_\_\_\_

Job related skills (Typing, Machinery, Labor Work, etc.): \_\_\_\_\_

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PERSONAL

Are you 18 years of age or older?  Yes  No

Have you ever been convicted of any law violation, except a minor traffic violation? (A criminal record does not automatically bar employment)  Yes  No

If yes, please explain:

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If requested, would you be willing to take a drug/alcohol screening exam before and/or after employment as a condition of employment?  Yes  No

If hired, can you furnish proof that you are authorized to work in the U.S.?  Yes  No

Do you have ANY Limitations from doing the work for which you are applying?  Yes  No

If yes, please explain:

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Can you speak English?  Yes  No

Are you Bi-Lingual?  Yes  No

If yes, which Languages: \_\_\_\_\_

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FORMER EMPLOYERS

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Type of work performed \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_ Person to Contact \_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Type of work performed \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_ Person to Contact \_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Type of work performed \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_ Person to Contact \_\_\_\_\_

**CERTIFICATE OF APPLICANT** (Read carefully before signing.) All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or if employed, may be cause for subsequent dismissal. I hereby authorize any former employer, person, firm or corporation listed hereon including this company to answer any and all questions and agree to hold all persons harmless for giving any and all information within their knowledge or records. I give permission for my photograph to be taken for Human Resource Dept. identification purposes only. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time upon notice by either myself or the company. If employed, I agree to comply with all rules of the company as a condition of continued employment. I also agree to accept all drug and alcohol testing done by this company.

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