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|  | ROBERTSON PRODUCE |

# Employment Application

## Applicant Information

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| Full Name: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
|  | Last | First | M.I. |  |  |

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| Address: | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Street Address | Apartment/Unit # |

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|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | City | State | ZIP Code |

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| Phone: | Click or tap here to enter text. | Email: | Click or tap here to enter text. |

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| Date Available: | Click or tap to enter a date. | Social Security No.: | Click or tap here to enter text. | Desired Salary: | $Click or tap here to enter text. |

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| Position Applied for: | Click or tap here to enter text. |

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| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

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| Have you ever worked for this company? | YES | NO | If yes, when? | Click or tap here to enter text. |

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| Have you ever been convicted of a felony? | YES | NO |  |

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| If yes, explain: | Click or tap here to enter text. |

## Education

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| High School: | Click or tap here to enter text. | Address: | Click or tap here to enter text. |

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| From: | Click or tap to enter a date. | To: | Click or tap to enter a date. | Did you graduate? | YES | NO | Diploma: | Click or tap here to enter text. |

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| College: | Click or tap here to enter text. | Address: | Click or tap here to enter text. |

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| From: | Click or tap to enter a date. | To: | Click or tap to enter a date. | Did you graduate? | YES | NO | Degree: | Click or tap here to enter text. |

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| Other: | Click or tap here to enter text. | Address: | Click or tap here to enter text. |

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| From: | Click or tap to enter a date. | To: | Click or tap to enter a date. | Did you graduate? | YES | NO | Degree: | Click or tap here to enter text. |

## References

Please list three professional references.

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| --- | --- | --- | --- |
| Full Name: | Click or tap here to enter text. | Relationship: | Click or tap here to enter text. |
| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |  |  |
|  |  |  |  |
| Full Name: | Click or tap here to enter text. | Relationship: | Click or tap here to enter text. |
| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |  |  |
|  |  |  |  |
| Full Name: | Click or tap here to enter text. | Relationship: | Click or tap here to enter text. |
| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |  |  |

## Previous Employment

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| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Supervisor: | Click or tap here to enter text. |

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| Job Title: | Click or tap here to enter text. | Starting Salary: | $Click or tap here to enter text. | Ending Salary: | $Click or tap here to enter text. |

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| Responsibilities: | Click or tap here to enter text. |

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| From: | Click or tap to enter a date. | To: | Click or tap to enter a date. | Reason for Leaving: | Click or tap here to enter text. |

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| May we contact your previous supervisor for a reference? | YES | NO |  |
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| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Supervisor: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| Job Title: | Click or tap here to enter text. | Starting Salary: | $Click or tap here to enter text. | Ending Salary: | $Click or tap here to enter text. |

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| Responsibilities: | Click or tap here to enter text. |

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| From: | Click or tap to enter a date. | To: | Click or tap to enter a date. | Reason for Leaving: | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
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| --- | --- | --- | --- |
| Company: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Supervisor: | Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: | Click or tap here to enter text. | Starting Salary: | $Click or tap here to enter text. | Ending Salary: | $Click or tap here to enter text. |

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| Responsibilities: | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| From: | Click or tap to enter a date. | To: | Click or tap to enter a date. | Reason for Leaving: | Click or tap here to enter text. |

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| May we contact your previous supervisor for a reference? | YES | NO |  |

## Military Service

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| Branch: | Click or tap here to enter text. | From: | Click or tap to enter a date. | To: | Click or tap to enter a date. |

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| Rank at Discharge: | Click or tap here to enter text. | Type of Discharge: | Click or tap here to enter text. |

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| If other than honorable, explain: | Click or tap here to enter text. |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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| Signature: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |

## Applicant Release of References

I hereby authorize Robertson Produce, Inc. to contract any company person, or educational institution I listed as a reference on my employment application. I hereby allow any company, person or educational institute I listed as a reverence on my employment application to disclose any information they may have regarding my qualifications for employment, including but not limited to employment dates, description of jobs performed, salary and wage rates, and personal attributes.

I agree to release any discharge Robertson Produce, Inc. an its successors, employees, as well as any company person or educational institution I have listed as a reference for all claims, liabilities, and causes of action, known or unknown, fixed, or contingent, for providing or receiving any information regarding my qualifications for employment. This release includes, but is not limited to claims of defamation, libel, slander, negligence, or interference with contract or profession.

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| Applicant Name: | Click or tap here to enter text. |

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| Applicant Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

## Background Check Authorization

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| Full Name: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Last First M.I.

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| Former Names Used: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  |

Last First M.I.

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| Current Address: | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Street Address | Apartment/Unit # |

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|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | City | State | ZIP Code |
|  |  |  |  |
| Previous Address: | Click or tap here to enter text. | | Click or tap here to enter text. |
|  | Street Address | | Apartment/Unit # |

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|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | City | State | ZIP Code |
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| Previous Address: | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Street Address | Apartment/Unit # |

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|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | City | State | ZIP Code |
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| Date Available: | Click or tap to enter a date. | Social Security No.: | Click or tap here to enter text. |  |

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| Phone: | Click or tap here to enter text. | Driver’s License #/State: | Click or tap here to enter text. |

*The information contained in this application is correct to the best of my knowledge.*

*I hereby authorize Robertson Produce, Inc. and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include but is not limited to the following areas: verification of social security number, credit reports, current and previous residences, employment history, educational background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, parish/county jurisdictions, driving records, birth records, and any other public records.*

*I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information verbal or written, pertaining to me, to Robertson Produce or it’s agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency my must include information or data received from other sources. Robertson Produce and its designated agents and representatives shall maintain all information received for this authorization in a confidential manner in order to protect the applicant’s personal information including, but not limited to addresses, social security numbers and date of births.*

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| Applicant Name: | Click or tap here to enter text. |

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| Applicant Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

## Authorize for Release of Consumer Report

*I,* Click or tap here to enter text. *(Applicant), acknowledge that Robertson Produce, Inc. has disclosed to me, in a separate written document consisting solely of the disclosure, that they may obtain a consumer report on conspicuous and made pursuant to the Fair Credit Reporting Act 15 U.S.C. 1681, and it’s accompanied regulations, 16 C.FR. Part 601.*

*Therefore, I voluntarily and fully authorize Robertson Produce, Inc. to obtain consumer reports on me as part of the hiring process.*

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| Applicant Name: | Click or tap here to enter text. |

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| Applicant Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

## Pre-Employment Drug Screening

*Upon receipt of an offer of employment, candidates must complete required drug testing withing 24 hours. All tests will be conducted by a licensed independent medical laboratory, which will follow testing standards in accordance with state law. Testing will be conducted on ta urine sample provided by the candidate to the laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting tampering/alterations of test results.*

*Robertson Produce, Inc. will pay for the cost of the testing. The testing lab will retain samples in accordance with state law, so that candidates may request a retest of the sample at his or her own expense if he or she disagrees with eh initial test results.*

*Refusal to Undergo Testing:*

*Candidates who refuse to submit to a drug test or fail to submit drug test within 24 hours of an offer of employment will no longer be considered for employment.*

*Positive Test:*

*If a candidate tests positive on an initial screening, the employment offer will be withdrawn, and the candidate will be provided with a copy of the test results.*

*I agree to summit to any such test(s).*

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| Applicant Name: | Click or tap here to enter text. |

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| Applicant Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

## Disclosure of Intention to Obtain Consumer Report for Employment Puropses

*This disclosure is being provided to you pursuant to the Federal Fair Credit Reporting Act (FCRA), 15 U.S.C. 1681 and the Federal Trade Commission Regulations contained in 16 C.FR Part 601. Under the FCRA and its regulations we are required to make a clear and conspicuous written disclosure to you that we may obtain a consumer report (credit, criminal, or motor vehicle report) on you from a national Credit Reporting Agency. We may use this consumer report to evaluate your eligibility for hire with Robertson Produce, Inc.*