



We Make Good Things BetterSM

CASS CLAY CREAMERY / AMPI EMPLOYMENT APPLICATION FORM

(Please print or type)



(2-08)

PERSONAL DATA

Last Name	First Name	Initial	Date
Current Address (Street, City, Zip Code)			Telephone
Permanent Address (if different from above) (Street, City, Zip Code)			Cell Phone
Email Address			Work Telephone (if applicable)
List names of relatives other than spouse employed by Company			
Have you been convicted of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No (Past convictions are not an absolute bar to employment.)			
If yes, explain.			

POSITION APPLYING FOR

Position:	If driving position, type of CDL license you have? <input type="checkbox"/> Type A <input type="checkbox"/> Type B Inclusions: _____	Type of Work Desired (check all that apply) <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temp	
Wage or Salary Requested: \$ _____ / hr. or \$ _____ / mo.	Days <u>available</u> to work: M Tu W Th F S Su	Hours Available To Work: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights	Date Available to Start:
Have you been previously employed by Cass Clay Creamery or AMPI? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where and when?		How did you learn about this opening? <input type="checkbox"/> Newspaper <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____ <input type="checkbox"/> School	
Have you applied to Company within the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have the right to legally work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION AND TRAINING (circle last grade completed, if applicable)

Grade, Trade or High School: 1 2 3 4 5 6 7 8 9 10 11 12	Technical School: 1 2 3	College: 1 2 3 4	Graduate School: 1 2 3
High School:	Address	Major / Minor	Degree?
Tech / College:	Address	Major / Minor	Degree?
College / Graduate / Other:	Address	Major / Minor	Degree?

Extracurricular Activities (include offices held, scholarships, awards, honors, sports, etc.) You are not required to list activities which may reveal your race, age, religion, sex, national origin, marital status, or any disability or handicap.

Special Skills / Additional information that better describes your qualifications that may be prevalent to this position.

EMPLOYMENT RECORD (List all employers, not to exceed five years, including military service)

Present / Most Recent Employer: May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dates Employed:	Hourly Rate / Salary:
		From: To:	Start: Final:
Address		Telephone	
Position Title	Name / Title of Supervisor		
Summary of Duties			
Reason for Leaving			
Second Most Recent Employer: May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dates Employed:	Hourly Rate / Salary:
		From: To:	Start: Final:
Address		Telephone	
Position Title	Name and Title of Supervisor		
Summary of Duties			
Reason for Leaving			
Third Most Recent Employer: May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dates Employed:	Hourly Rate / Salary:
		From: To:	Start: Final:
Address		Telephone	
Position Title	Name and Title of Supervisor		
Summary of Duties			
Reason for Leaving			
Fourth Most Recent Employer: May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dates Employed:	Hourly Rate / Salary:
		From: To:	Start: Final:
Address		Telephone	
Position Title	Name and Title of Supervisor		
Summary of Duties			
Reason for Leaving			

REFERENCES: List two people who are not related to you and who have definite knowledge of your qualification for the job for which you are applying. Do not repeat names of supervisors listed under employment record.

Name	Business / Occupation	Relationship
Address (Street, City, State, Zip Code)		Telephone
Name	Business Occupation	Relationship
Address (Street, City, State, Zip Code)		Telephone

IMPORTANT – READ BEFORE SIGNING OR TRANSMITTING

I CERTIFY THE STATEMENTS THAT I HAVE MADE IN THIS APPLICATION ARE TRUE AND COMPLETE

The undersigned applicant for employment acknowledges that the employer has made no promises of long-term or permanent employment to the applicant, that this employment application is not a contract of employment and this if hired the applicant will have an “at will” employee and may voluntarily leave employment upon proper notice and may be terminated by the employer. The undersigned further acknowledges that no oral or written statements to the contrary have been made or relied upon by the undersigned and that if hired, the undersigned agrees to abide by and conform to the rules, policies and procedures of the employer.

Unless stated otherwise, I hereby authorize my previous employers and other references named above to furnish whatever information requested about my qualifications and employment record and hereby release any persons and companies from any liability incurring from the furnishing of such information.

I understand my employment with Cass clay Creamery / AMPI may be contingent upon my successful completion of a physical examination. I also understand that my employment with Cass Clay Creamery / AMPI will be contingent upon my successful completion of a drug screen test.

I understand that Cass Clay Creamery / AMPI, may at its option, terminate the employment of the undersigned, either in the position now applied for or any other hereafter assigned, without liability for wages or salary except such as may have been earned at the date of such termination.

I understand and acknowledge that any misinformation or falsification provided on this form or during a physical examination conducted for the purpose of determining my ability to perform employment sought shall be grounds for rejection of my application or termination of my employment.

CASS CLAY CREAMERY, INC. / ASSOCIATED MILK PRODUCERS, INC. (AMPI) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, GENDER, RELIGION, NATIONAL ORIGIN, DISABILITY, VETERAN OR MARITAL STATUS.

Signature:

Date:

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Interviewed By:	Date:	Position:	Hire: YES NO
Comments:			
Approved By:	Start Date:	Pay Rate:	

VOLUNTARY AFFIRMATIVE ACTION INFORMATION

Cass Clay Creamery, Inc. / Associated Milk Producers, Inc. (AMPI) is an Equal Opportunity Employer committed to the policies and principles of affirmative action in its recruitment procedures.

To advance the implementation of these policies and assist in responding to inquiries by Federal and State agencies relative to equal opportunity and affirmative action, we measure and monitor our recruitment successes by evaluating personal data requested from applicants. Therefore, we would appreciate you providing the information below and returning it along with your application.

Disclosure of this information is voluntary and will be used for legally required reporting purposes in furtherance of equal opportunity. The information provided will not be used in any way to evaluate your qualifications for the position that you are seeking and will be kept separate from the application.

Name (print) _____ Signature: _____ Date: _____

Affirmative Action Survey	Check One	Check One
<p>Government agencies require periodic reports on the sex, ethnicity, disability and veteran status of applicants.</p> <p>Submission of information about a disability is voluntary.</p> <p>This data is for analysis and affirmative action only.</p>	<p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p>	<p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Black</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> American Indian / Alaskan Native</p> <p><input type="checkbox"/> Asian / Pacific Islander</p>

SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL DISABILITIES.

Government contractors are subject to Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era and Section 503 of the Rehabilitation Act of 1973 as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled individuals.

If you are a disabled veteran, Vietnam Era veteran or have a physical or mental disability, you are invited to volunteer this information. The purpose is to provide information regarding the proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

If you wish to be identified, please check the appropriate box and sign below.

Disabled Individual Disabled Veteran Vietnam Era Veteran

Signed: _____

TO BE COMPLETED BY APPLICANT – NOT FOR INTERVIEW PURPOSES

TO BE FILED SEPARATELY FROM APPLICATION

