



Valley Queen Cheese Factory, Inc.
 200 East Railway Avenue.
 P.O. Box 351
 Milbank, SD 57252
 605-432-4563* Fax 605-4329383
 www.vqcheese.com

VQCF - Office Use Only: Date Received: _____
 Reviewed by: _____ GP Entry - Reply Date: _____
 Selected for Interview Y / N Ref. # _____
 Notes: _____

APPLICATION FOR AT WILL EMPLOYMENT

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle

Telephone (primary) _____ Email _____

Another number at which I may be reached: Name _____ Phone _____

Address _____
Street City State Zip

Referral Source _____ Grant Co. Review Valley Shopper Power 106 KS93/KKSD
 (Please indicate the person's name, newspaper, radio station, career center, or other source in which you learned about possible employment.)

EMPLOYMENT DESIRED Any Shift Day Shift Night Shift Other: _____

Position _____ Date you can start _____

Are you employed now? Yes No If so, may we contact your employer? Yes No

Have you previously applied at Valley Queen Cheese Factory? Yes No When? _____ Position: _____

Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating schedule. I understand and accept these as conditions of employment.

Can you work any shift? Yes No Can you work overtime, including weekends? Yes No

EDUCATION/TRAINING

	Post Secondary School	Circle Last Year Completed	Subjects Studied and Degree(s) Received	Did you graduate?
High School		1 2 3 4		
College		1 2 3 4		
Trade, Business or Correspondence School		1 2 3 4		

Are you at least 18 years of age? Yes No Milk Hauler Applicants - Do you have a Class A CDL? Yes No

Do you have a forklift certification? Yes No Do you have a Tanker Endorsement? Yes No

How many yrs of driving experience do you have? _____

List all relevant licenses, certificates or registrations you possess (include expiration date, license number, and issuing state). Also, identify any other educational experiences that may be relevant to the position for which you are applying.

Have you ever been convicted of a crime other than a misdemeanor? If so, indicate conviction and date (A criminal record is not an automatic disqualification of consideration for employment. However omissions or falsifications are grounds for dismissal.): _____

Valley Queen Cheese Factory, Inc (VQCF) is an equal opportunity employer. VQCF does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

EMPLOYMENT RECORD

Have you previously been employed at Valley Queen Cheese Factory? Yes No

Date of employment _____ Position _____

List below your last four employers, starting with most recent or current position.

Date: Month and Year	Name and Address of Employer / Position	Salary / Shift	Duties of Position	Reason for Leaving
From		\$		
To				
From		\$		
To				
From		\$		
To				
From		\$		
To				

REFERENCES

Below give the names of two of the above employers whom we may contact.

1. _____
Employer/Supervisor _____ Company _____ Telephone _____
2. _____
Employer/Supervisor _____ Company _____ Telephone _____

Below give the names of one to three persons not related to you, whom you have known at least one year.

Name	Address/Telephone	Business/Occupation	Years Acquainted
1.			
2.			
3.			

I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal and otherwise. I release these parties from any liability for any damage that may result from furnishing this information to you.

PERSONAL RECORD

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for VQCF to hire me. If I am hired, I understand that either VQCF or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of VQCF has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to VQCF true and complete information on this application and during the interview process. No requested information has been concealed. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I hereby consent to a medical exam, drug screen, position duty physical as requested by VQCF as a condition of potential or continuing employment.

Date _____ Signature _____