



Application for Employment

(please complete all sections to the best of your ability)

200 E. Railway Avenue
PO Box 351
Milbank, SD 57252

GENERAL INFORMATION

Name:

Last	First	M. Initial	Date
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Address:

Street			Home Phone
_____			_____
City	State	Zip	Cell/Other Phone

Have you ever been employed here previously? YES NO

If YES, please complete:

Position/Job Title	Dept.	From	To
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Have you applied for work here before: YES NO How long ago? _____

If yes, Indicate what position(s): _____

Position Currently Applying For: _____ Salary Requested: _____

Where or how did you find out about this position: _____

Date available to start: _____ What days are you UNABLE to work: _____

Available for work? Days Overnights Part Time Full Time Seasonal/Temporary

Do you know anyone working here? YES NO

If YES, please state:

Name: _____ Relationship: _____

Valley Queen Cheese Factory, Inc. Office Use

Date Received: _____ Reviewed by: _____ Ref #: _____ or Unsolicited

Position desired available: Yes No Skill Set: _____

Notes: _____

EDUCATION RECORD

	Name of Institution	Curriculum/ Major	Dates (Mo/YR) From / To (Optional)	Years Completed	Degree/ Diploma/ Certificate
High School					
College/ University Trade/ Vocational					
Business/Other					

EXPERIENCE/SKILLS

Please list any special skills, training, or experience you would like us to know about: _____

Commercial Drivers License: Yes No
(applies to Milk Hauler positions only)

Forklift Certification: Yes No
(applies to production positions only)

Please describe any experience in food processing and/or assembly manufacturing: _____

Are you able to frequently lift and carry 10 to 24 pounds and to push and pull 38 to 110 pounds?

Yes No If No, Please state reason/limitation: _____

(Required for Seal line and other production positions. Not required for all positions. Inability does not equal disqualification.)

MILITARY

Are you a veteran? Yes No Branch of Service: _____ Rank: _____

Dates of services: _____ to _____

Describe duties & training: _____

Other Information

Please list/describe any other relevant information that you would like us to consider when reviewing your application for employment: _____

EMPLOYMENT RECORD—Please list in order starting with MOST CURRENT

Current or Previous Employer: _____
Address: _____ City: _____ State: _____ Zip: _____
Position/Job Title: _____ Supervisor: _____
Telephone: _____ Pay: start: _____ last: _____
Employment Dates: from _____ to _____ Avg. hours per week: _____
Description of Duties: _____

Training / Licensing / Equipment Used: _____

Reason for Leaving: _____

Current or Previous Employer: _____
Address: _____ City: _____ State: _____ Zip: _____
Position/Job Title: _____ Supervisor: _____
Telephone: _____ Pay: start: _____ last: _____
Employment Dates: from _____ to _____ Avg. hours per week: _____
Description of Duties: _____

Training / Licensing / Equipment Used: _____

Reason for Leaving: _____

Current or Previous Employer: _____
Address: _____ City: _____ State: _____ Zip: _____
Position/Job Title: _____ Supervisor: _____
Telephone: _____ Pay: start: _____ last: _____
Employment Dates: from _____ to _____ Avg. hours per week: _____
Description of Duties: _____

Training / Licensing / Equipment Used: _____

Reason for Leaving: _____

Current or Previous Employer: _____
Address: _____ City: _____ State: _____ Zip: _____
Position/Job Title: _____ Supervisor: _____
Telephone: _____ Pay: start: _____ last: _____
Employment Dates: from _____ to _____ Avg. hours per week: _____
Description of Duties: _____

Training / Licensing / Equipment Used: _____

Reason for Leaving: _____

Use the back of this sheet to list additional employers.

Please list any employer you DO NOT wish for us to contact: _____
Reason: _____

Professional References—Please do not list family members

Name	Business/Relationship	Phone(s)

LEGAL NOTICES & Misc.

Are you legally permitted to work in the United States? Yes No
(Employment will be contingent on providing proof of citizenship or work authorization.)

Have you ever been convicted of a crime other than a misdemeanor? Yes No (Conviction does not equal automatic bar from employment.) Please state the nature and date of the conviction: _____

Are you less than 18 years old? Yes No If Yes, Please state age: _____
(Proof of age may be required after job offer.)

Have you ever been known by any other name(s) that our company may require to verify your education and employment records as indicated on this application? Yes No If Yes, Please identify names: _____

Valley Queen Cheese Factory, Inc. is an Equal Opportunity Employer. **The following is optional. Your answers will in no way effect our candidate selection process.**

Check one: Male Female

Please check the box that best characterizes your race:

White Black Hispanic Asia/Pacific Islander Native American Other

APPLICANTS CERTIFICATION (Please read carefully before signing)

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements in this application for employment as may be necessary in arriving at any employment decision. I understand that this application is not and is not intended to be a contract of employment. No guarantee of continued employment exists. If employed, I may terminate employment at any time for any reason, and the company may terminate my employment as any time and for any reason.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the company.

I understand that if employment were to be offered it would be contingent upon successful completion of a drug screening, physical and position duty screening at the expense of the employer.

Signature

Date

Unsigned applications will NOT be reviewed or considered.

Valley Queen Cheese Factory, Inc. recruits, hires, trains, assigns, promotes and compensates employees without regard to race, color, religion, national origin, age, sex, marital status, disability or sexual orientation. All employment decisions at Valley Queen Cheese Factory, Inc. are made on the basis of merit and job requirements.