



Employment Application

Equal Opportunity Employer

Please PRINT (Note: Incomplete Applications will not be considered)

Name: _____ Date: ____/____/____

First Name Middle Initial Last Name

Address: _____

and Street City State Zip code

Home or Cell Phone:(____) _____ Email: _____

Employment Desired

Are you currently employed? __Yes __No If yes, which Company? _____

May we contact your current employer? __Yes __No Position applying for _____
If hired, what date can you start work? _____

Which shifts are you applying for? Day____ Swing____ Night/Graveyard ____

How did you hear about our company and this job opening? _____

Are you applying for (check all that apply): Regular Full-Time? _____ Regular Part-Time? _____

Temporary work, e.g., summer or holiday work? _____ From date _____ to date _____

General

Please answer the following. Are you:

Yes No

1. Proficient in verbal and written communication skills?
2. Proficient in basic math skills (+), (-), (x), (/), (%), and the proper use of a calculator?
3. Able to perform work while standing during prolonged periods?
4. Able to bend, reach, grasp and work in adverse and awkward positions?
5. Able to lift and carry up to 35 lbs?
6. Able to lift and carry up to 50 lbs?
7. Able to work overtime, weekends, holidays, and other shifts, if necessary?
8. Able to maintain an excellent record of attendance and punctuality?
9. At least 18 years of age or older?
10. Able to pass a pre-employment physical exam, upon being offered employment?
11. If hired, would you have a reliable means of transportation to and from work?
12. Able to show proof you can legally work in the U.S., upon being offered employment? ..
13. Are you able to perform the essential functions of the job for which you are applying either with or without reasonable accommodation?

If no, describe the functions that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

Have you submitted an application here before? __Yes __No If yes, When? ____/____/____

Have you worked here before? __Yes __No If yes, When? ____/____/____ to ____/____/____

Have you ever been fired from a job? __Yes __No If yes, please explain _____

Print First Name: _____ Middle Initial _____ Last Name: _____

Education

	Name & Location of School	No. of Years Completed	Did You Graduate?
Elementary		Circle Highest Year 8 (or less)	___ Yes ___ No Degree or Diploma
High School		9 10 11 12	___ Yes ___ No Degree or Diploma
College/University		1 2 3 4	___ Yes ___ No Degree or Diploma
Other School/ Trade School			___ Yes ___ No Degree or Diploma

Employment History

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

List below all present and past employment starting with your most recent employer (last four is sufficient). You must complete this section even if attaching a resume.

	Month/Year Employed	Name and Address of Employer	Position	Reason for Leaving
	From: To:	Company Name: Address: Telephone ()	Position & Duties: Your Supervisor:	Reason for Leaving:
	From: To:	Company Name: Address: Telephone ()	Position & Duties: Your Supervisor:	Reason for Leaving:
	From: To:	Company Name: Address: Telephone ()	Position & Duties: Your Supervisor:	Reason for Leaving:
	From: To:	Company Name: Address: Telephone ()	Position & Duties: Your Supervisor:	Reason for Leaving:

References

List below two (2) persons not related to you who have knowledge of your work performance within the last three years.

Name	Phone Number	Occupation	Years Known

Print First Name: _____ **Middle Initial** _____ **Last Name:** _____

I recognize that employment with Mi Rancho/ Berber Food Mfg (the Company) is voluntarily entered into and that I would be free to resign at any time. Similarly, the Company may conclude my employment relationship where it believes it is in its best interest, at any time, with or without notice and with or without cause. My employment relationship would be, and would remain, one of voluntary employment "at will."

The information I have provided in this application for employment is true, correct, and complete, to the best of my knowledge. If employed, I understand any misstatement or omission of fact on this application or in an interview may result in my dismissal. I authorize investigation of all statements contained in this application and any supporting documents. I authorize Mi Rancho to secure information about my experience from former employers, educational institutions, government agencies, or any references I have provided, and for those parties to provide such information concerning the subjects covered herein, and I hereby release all parties from any liability arising from such investigation. If employed, I understand any misstatement or omission of fact on this application or in an interview may result in my dismissal.

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

_____ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Signature: _____ **Date:** _____

MI RANCHO, 425 HESTER STREET, SAN LEANDRO, CA 94577-1025 Tel: 510-553-0444 Fax: 510-553-0433 Email: hr@mirancho.com

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, or veteran status. However, we will only employ those persons who have authorization to work in the United States. Upon hire, you will be asked to provide proof of work authorization in the United States. We will accept authentic documents as specified by the instructions for form I-9 as proof of identity and eligibility to work in the U.S. If at any time the documents presented are found to be fraudulent, immediate termination will result.