

# Riddle Plant Farm

3510 Summit Blvd. • Sand Springs, OK 74036 • (918) 245-3158

## APPLICATION FOR EMPLOYMENT

Date (MM/DD/YYYY) \_\_\_\_\_

### Personal Information

|            |                 |                        |
|------------|-----------------|------------------------|
| Last Name  | First Name      | Middle Name            |
| Address    | City            | State   Zip            |
| Cell Phone | Day/Other Phone | Social Security Number |

### Employment Information

Position(s) for which you are applying: \_\_\_\_\_

Please list current availability below

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |

Are you employed at the present time?

(Circle) YES or NO

1. If offered a position, when can you report for work?

\_\_\_\_\_  
(Circle) YES or NO

2. If hired, can you show proof of your legal right to work in the U.S.?

(Circle) YES or NO

3. Are you at least 18 years old?

(Circle) YES or NO

4. Can you provide a valid Oklahoma State ID?

(Circle) YES or NO

5. Have you ever been dismissed or asked to resign from any position?

(Circle) YES or NO

6. Have you ever been convicted of a felony or misdemeanor which resulted in imprisonment?\*

(Circle) YES or NO

(\*A yes answer to the question above does not necessarily disqualify any applicant from employment)

If yes to question 5 or 6, please explain:

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### Education

Please list all schools attended and any other pertinent information about your education.

| School(s)   | Subjects Studied (if applicable) | Graduate?        |
|-------------|----------------------------------|------------------|
| High School |                                  | Circle YES or NO |
| College     |                                  | Circle YES or NO |
| Other       |                                  | Circle YES or NO |

### Contact

In case of emergency, accident or illness, please contact:

| Name | Telephone | Alternate Telephone | Relationship |
|------|-----------|---------------------|--------------|
|------|-----------|---------------------|--------------|

## Employment History

Please list most RECENT experience first

|                    |          |                    |                  |
|--------------------|----------|--------------------|------------------|
| Employer & Address |          | Position           | Responsibilities |
| Supervisor         |          | Phone              | End Salary       |
| Start Date         | End Date | Reason for leaving |                  |

|                    |          |                    |                  |
|--------------------|----------|--------------------|------------------|
| Employer & Address |          | Position           | Responsibilities |
| Supervisor         |          | Phone              | End Salary       |
| Start Date         | End Date | Reason for leaving |                  |

|                    |          |                    |                  |
|--------------------|----------|--------------------|------------------|
| Employer & Address |          | Position           | Responsibilities |
| Supervisor         |          | Phone              | End Salary       |
| Start Date         | End Date | Reason for leaving |                  |

## References

Please list three personal references who are not relatives or former supervisors.

|      |           |            |             |
|------|-----------|------------|-------------|
| Name | Telephone | Occupation | Years Known |
| Name | Telephone | Occupation | Years Known |
| Name | Telephone | Occupation | Years Known |

## Agreement

As a part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information provided above.

Signature of Applicant

Date

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only, this information is optional and failure to provide it will have no affect on your application for employment.

|                                       |                 |
|---------------------------------------|-----------------|
| <b>Shaded Box For Office Use Only</b> |                 |
| Interview Date:                       |                 |
| Comments:                             |                 |
| Hire Date:                            | Office Initial: |