

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?

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:

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
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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
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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.

Shaded Box For Office Use Only	
Interview Date:	
Comments:	
Hire Date:	Office Initial: