

Claiborne Farm  
P. O. Box 150  
Paris, KY. 40362-0150

tel: (859) 987-2330  
tel: (859) 233-4252  
fax: (859) 987-0008

## EMPLOYMENT APPLICATION

It is the policy of **Claiborne Farm** to consider all applications without regard to race, religion, color, sex, age, marital status, national origin, disability, Vietnam era or other veteran status.

**PLEASE COMPLETE ALL ITEMS AND PRINT IN INK. PLEASE MAIL/FAX THE FORM TO THE ADDRESS/FAX LISTED ABOVE.**

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

### PERSONAL DATA

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NAME \_\_\_\_\_  
(Last) (First) (MI) (Soc. Security Number)

ADDRESS \_\_\_\_\_  
(Street) (Apt.#) (Home Telephone Number)

\_\_\_\_\_  
(City) (State) (Zip) (Business Telephone Number)

Are you over the age of 18?  Yes  No If no please state your date of birth: \_\_\_\_\_

Are you eligible for employment in the United States:  Yes  No

Has any time restriction been placed on your eligibility for employment in the U.S.?  Yes  No

If yes, what restrictions: \_\_\_\_\_

**NOTE: If hired, you are required by law to submit proof of identity and eligibility to work in the U.S.**

Have you ever been employed here before?  Yes  No If yes, give date(s) / positions: \_\_\_\_\_

Do you have any friends/relatives employed here?  Yes  No If yes, give name(s)/relationship(s): \_\_\_\_\_

Are you capable of performing the essential functions of the job for which you are applying with reasonable accommodation?

Yes  No If no, please describe: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, please explain in detail: \_\_\_\_\_

**\*NOTE: Disclosure of a criminal record will not necessarily disqualify you from employment, as the nature of the offense, date, and the position for which you are applying will also be considered.**

### MILITARY SERVICE DATA

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Have you ever served in the U.S. Armed Forces?  Yes  No If yes, please give dates of services:

From: \_\_\_\_\_ To: \_\_\_\_\_

List special skills/abilities acquired: \_\_\_\_\_

**EDUCATION DATA**

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Name & Address of School Attended	Dates Attended From	To	Did You Graduate?	Type of Degree/Diploma Received or Expected	Major/Minor Fields of Study
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High School

College/University

Graduate School

Other

List any honors or scholarships received: \_\_\_\_\_

List professional, trade, business or civic activities and offices held (you may exclude memberships which would reveal sex, race, religion, national origin, age, disability or other protected status): \_\_\_\_\_

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**REFERENCES**

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List (with address & phone number) the names of three persons familiar with your character, ability or education for more than one year. Please do not include friends or relatives.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT RECORD

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Please list date of all employment starting with your most recent position. Attach a separate sheet if necessary.

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Company Name & Address

Position/Title/Duties

Supervisor's Name/Title/Telephone#

Dates of Employment      From:                      To:                      Starting Salary:                      Ending Salary:  
Reason for leaving

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Company Name & Address

Position/Title/Duties

Supervisor's Name/Title/Telephone

Dates of Employment      From:                      To:                      Starting Salary:                      Ending Salary:  
Reason for Leaving

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Company Name & Address

Position/Title/Duties

Supervisors Name/Title/Telephone#

Dates of Employment      From:                      To:                      Starting Salary                      Ending Salary:  
Reason for Leaving

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Company Name & Address

Position/Title/Duties

Supervisor's Name/Title/Telephone#

Dates of Employment      From:                      To:                      Starting Salary:                      Ending Salary:  
Reason for Leaving

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**APPLICANT'S ACKNOWLEDGMENT**

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Permission is granted to Hancock Farms, Inc. to conduct an investigation and to solicit information as to my educational and employment history, character and general reputation, and criminal conviction record. I release Hancock Farms, Inc. and all persons or organizations from any liability arising from such statements, their solicitation or use.

I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave or be terminated at any time, with or without cause. If terminated, I authorize Hancock Farms, Inc., to deduct, to the extent permitted by law, any amount which I may owe to Hancock Farms, Inc., from any amount which Hancock Farms, Inc. may owe me. I understand that no representative of Hancock Farms, Inc., has any authority to offer or to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of material fact could be cause for rejection of my application or termination of my employment at any time.

I have read, understand, and by my signature consent these statements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date