



# APPLICATION FOR EMPLOYMENT

C & F Foods, Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.

**Please complete entire application to ensure processing.**

Personal Information (Please Print)				
First Name	Middle	Last	Social Security/Social Insurance Number	Date(M/D/Y)
U.S. Applicants Only: Are you authorized for employment with any U.S. employer in general? Yes ___ No ___ (proof of U.S. citizenship or immigration status will be required if hired for a position in the U.S.)		Have you been convicted of a crime in the last seven (7) years? Yes ___ No ___ If yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.		
Present Address	Street	City	State/Province	Zip code/Postal Code
Permanent Address	Street	City	State/Province	Zip code/Postal Code
Phone Number	Daytime	Evening	Referred By	

EMPLOYMENT DESIRED					
Position	Salary Desired	Date You Can Start			
Specify hours available for each day of the week	Monday	Tuesday	Wednesday	Thursday	Friday
Are you able to work weekends? _____			Are you able to work overtime? _____		

EDUCATION	Name and Address of School	Circle Last Years Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post College		1 2 3 4	Y N	
Trade, Business, or Correspondence School		1 2 3 4	Y N	

List skills relevant to the position applied for \_\_\_\_\_

**SKILLS** For Office/Administrative positions only

Typing WPM: \_\_\_\_\_ 10-Key:  Yes  No

Computer Proficiency:  Word for Windows  Excel  Others: \_\_\_\_\_

FORMER EMPLOYERS				
List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.				
Date(M/D/Y)	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly	Position	Reason For Leaving
From		Starting _____ Ending _____ If hourly, average # of hours per week _____		
To				
Duties Performed				
Supervisor's Name		Phone Number		May We Contact?
From		Starting _____ Ending _____ If hourly, average # of hours per week _____		
To				
Duties Performed				

Supervisor's Name _____	Phone Number _____	May We Contact? _____
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From _____  To _____	Current Employer (Name and Address of Employer - Type of Business) _____	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position _____	Reason For Leaving _____
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Duties Performed \_\_\_\_\_

Supervisor's Name _____	Phone Number _____	May We Contact? _____
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From _____  To _____	Current Employer (Name and Address of Employer - Type of Business) _____	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position _____	Reason For Leaving _____
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Duties Performed \_\_\_\_\_

Supervisor's Name _____	Phone Number _____	May We Contact? _____
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<b>REFERENCES</b> <i>Give below the names of three professional references, whom you have known at least one year.</i>			
Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?
1			
2			
3			

I hereby authorize C & F Foods, Inc. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer(if applicable), and previous employers and organizations contacted by C & F Foods, Inc. to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employer of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality, and/or non-compete agreement, should I become an employee of C & F Foods, Inc. I understand that nothing contained in this application, or conveyed during any, interview which may be granted, is intended to create an employment contract. I understand that filling out his form does not indicate there is a position open and does not obligate C & F Foods, Inc. to hire me. I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated at any time.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Reference & Background Check Permission for Prospective Employee**

I hereby authorize all corporations, companies, credit agencies, schools, government agencies, persons, military services and former employers to release information they may have about me, \_\_\_\_\_ to "C & F Foods, Inc." or its agents and employees, and release all persons or companies from any liability or responsibility from doing so. Further, I authorized the procurement of a consumer report and credit check and understand that such a report may contain information about my background, character and personal reputation. I understand that this notice will also apply to further update reports that may be requested.

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicants Printed Name: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

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

**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 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 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 C & F Foods, Inc. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company 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 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 President.

\_\_\_\_\_ I understand that if I am offered a position with C & F Foods, Inc. it will be contingent upon the results of any and all pre-employment screenings.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY  
EMPLOYER COMMITTED TO HIRING A  
DIVERSE WORKFORCE.**