



WE ARE AN EQUAL OPPORTUNITY EMPLOYER OF PEOPLE WHO ARE HARD WORKING, HONEST, FRIENDLY AND PRODUCTIVE.

FOR PERSONNEL DEPARTMENT USE ONLY			
WORK LOCATION	START RATE	START DATE	
POSITION		DEPARTMENT	
APPROVED BY	DATE	MGR NOTIFIED	DATE

APPLICATION FOR EMPLOYMENT
PLEASE READ CAREFULLY - PRINT CLEARLY- ANSWER ALL QUESTIONS

GENERAL

LAST NAME	FIRST	MIDDLE	DATE	
STREET ADDRESS			SOCIAL SECURITY NO.	
CITY	STATE	ZIP CODE	HOME PHONE NO.	MESSAGE PHONE NO.
POSITION APPLIED FOR		TIME AVAILABLE FOR INTERVIEW	AVAILABLE TO START WORK?	
CHECK BOX(S) FOR TYPE OF EMPLOYMENT DESIRED: <input type="checkbox"/> REGULAR <input type="checkbox"/> SEASONAL PART-TIME			RATE OF PAY EXPECTED \$ _____ PER	
REFERRED TO US BY				
ARE YOU ABLE TO SATISFY THE FOLLOWING WORK SCHEDULES?				
a. Rotational Work Schedule?		<input type="checkbox"/> Yes <input type="checkbox"/> No	c. Evening Work? (Until 9 P.M.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Work Schedule that includes Saturday Sunday & Holidays as essential function?		<input type="checkbox"/> Yes <input type="checkbox"/> No	d. Overtime Work <input type="checkbox"/> Yes <input type="checkbox"/> No	
TYPING SPEED / WPM	OTHER OFFICE MACHINES	MICROSOFT EXCEL	MICROSOFT WORD	
WHAT EXPERIENCE, SKILLS, OR QUALIFICATIONS DO YOU FEEL WOULD QUALIFY YOU FOR WORK WITH MILLS FLEET FARM?				

EDUCATION

CIRCLE THE HIGHEST GRADE OR NUMBER OF YEARS COMPLETED	GRADE SCHOOL	HIGH SCHOOL	TRADE SCHOOL	COLLEGE		
	3 4 5 6 7 8	1 2 3 4	1 2 3	1 2 3 4 5 6 7		
NAME AND LOCATION OF SCHOOLS ATTENDED				GRADUATE?	COURSE OF STUDY OR DEGREE EARNED	GRADE POINT AVG.
HIGH SCHOOL(S)				YES	NO	
COLLEGE(S), UNIVERSITY(S), BUSINESS, TRADE, OR OTHER						
LIST NIGHT SCHOOL, CORRESPONDENCE OR EXTENSION COURSES COMPLETED OR DIPLOMAS EARNED.						
EXTRA CURRICULAR ACTIVITIES, CLUBS, ORGANIZATIONS, SPORTS WHILE IN SCHOOL.						

MILITARY

BRANCH OF SERVICE	HIGHEST RANK HELD	SERVICE RELATED SKILLS AND EXPERIENCES

EMPLOYMENT


LIST BELOW YOUR SIX MOST RECENT EMPLOYERS, BEGINNING WITH THE CURRENT OR MOST RECENT ONE. IF YOU WERE EMPLOYED UNDER ANOTHER NAME, PLEASE ENTER THAT NAME IN THE RIGHT HAND MARGIN.

NOTE State reason for and length of inactivity between present application date and last employer.					
1	EMPLOYER'S COMPANY NAME	ADDRESS	SUPERVISOR	PHONE NO	MO & YR STARTING
	JOB TITLE	REASON FOR LEAVING	EARNINGS		MO & YR LEAVING
			START	LAST	
DESCRIBE JOB DUTIES					
NOTE State reason for and length of inactivity between present application date and last employer.					
2	EMPLOYER'S COMPANY NAME	ADDRESS	SUPERVISOR	PHONE NO	MO & YR STARTING
	JOB TITLE	REASON FOR LEAVING	EARNINGS		MO & YR LEAVING
			START	LAST	
DESCRIBE JOB DUTIES					
NOTE State reason for and length of inactivity between present application date and last employer.					
3	EMPLOYER'S COMPANY NAME	ADDRESS	SUPERVISOR	PHONE NO	MO & YR STARTING
	JOB TITLE	REASON FOR LEAVING	EARNINGS		MO & YR LEAVING
			START	LAST	
DESCRIBE JOB DUTIES					
NOTE State reason for and length of inactivity between present application date and last employer.					
4	EMPLOYER'S COMPANY NAME	ADDRESS	SUPERVISOR	PHONE NO	MO & YR STARTING
	JOB TITLE	REASON FOR LEAVING	EARNINGS		MO & YR LEAVING
			START	LAST	
DESCRIBE JOB DUTIES					
NOTE State reason for and length of inactivity between present application date and last employer.					
5	EMPLOYER'S COMPANY NAME	ADDRESS	SUPERVISOR	PHONE NO	MO & YR STARTING
	JOB TITLE	REASON FOR LEAVING	EARNINGS		MO & YR LEAVING
			START	LAST	
DESCRIBE JOB DUTIES					
NOTE State reason for and length of inactivity between present application date and last employer.					
6	EMPLOYER'S COMPANY NAME	ADDRESS	SUPERVISOR	PHONE NO	MO & YR STARTING
	JOB TITLE	REASON FOR LEAVING	EARNINGS		MO & YR LEAVING
			START	LAST	
DESCRIBE JOB DUTIES					
LIST BY NUMBER ANY JOBS WE WILL NOT BE ABLE TO CONTACT FOR REFERENCES		LIST BY NUMBER ANY ABOVE COMPANY IN WHICH YOU HAD ANY FINANCIAL INTEREST		LIST BY NUMBER ANY OF THE ABOVE EMPLOYERS TO WHOM YOU ARE RELATED	
HAVE YOU EVER BEEN DISCHARGED FROM A JOB? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN - GIVE DATES					

REFERENCES (Not Former Employers or Relatives)

NAME AND PLACE OF BUSINESS	ADDRESS	TELEPHONE

PERSONAL

ARE YOU AT LEAST 16 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IN CASE OF EMERGENCY NOTIFY 	RELATIONSHIP	NAME	
ADDRESS			PHONE
ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER BEEN BONDED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WITH WHAT EMPLOYERS?			
HAVE YOU SINCE THE AGE OF 18, BEEN CONVICTED OF, ENTERED A GUILTY PLEA TO, OR PLED NO CONTEST TO A FELONY OR MISDEMEANOR WHICH HAS NOT BEEN ANNULLED, EXPUNGED (REMOVED BY LAW) OR SEALED BY A COURT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, LIST ALL CONVICTIONS			

“A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT AND WILL BE CONSIDERED ONLY AS IT RELATES TO THE JOB FOR WHICH YOU HAVE APPLIED.”

*STATE NAMES OF RELATIVES, OTHER THAN SPOUSE, WHO WORK AT MILLS COMPANIES	*WERE YOU EVER EMPLOYED AT THE MILLS COMPANIES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHERE AND WHEN?		
	WHERE	WHEN	

*THE MILLS COMPANIES INCLUDE: MILLS FLEET FARM, MILLS AUTOMOTIVE GROUP AND MILLS DISTRIBUTION.

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Mills Fleet Farm not to discriminate in hiring or terms or conditions of employment on the basis of age, race, color, creed, religion, sex, marital status, national origin, ancestry, sexual orientation, arrest record, handicaps, or disability unrelated to job performance. No question on this application is intended to secure information to be used for any such discrimination.

SIGNATURE

IMPORTANT - READ BEFORE SIGNING!

I certify the statements I made in this application are true and complete. I understand that any false statement or concealment or failure to answer any question fully and accurately, will be grounds for refusal to hire, or, if hired, termination of my employment.

I authorize any of the persons or organizations referenced in this application to give Mills Fleet Farm any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to Mills Fleet Farm. I authorize Mills Fleet Farm to request and receive such information.

I understand that I must follow the policies of Mills Fleet Farm and that those policies may be changed at any time at the discretion of the employer without prior notice to me.

I acknowledge that my employment may be terminated and any offer of employment, if such is made, may be withdrawn, with or without cause, and with or without prior notice, at any time, at the option of Mills Fleet Farm or myself. I acknowledge that this is an at-will employment relationship.

I understand that no representative of Mills Fleet Farm has any authority to enter into any agreement for employment for any specified period of time, or assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing.

Employees Agreement: I am aware that a consumer report and/or investigative consumer report may be requested in connection with my application for employment. If such a report is requested, and in response to a written request from me, you will inform me with the name and address of the consumer reporting agency which furnished the report.

I agree to submit to any lawful testing, physical or otherwise, as requested by Mills Fleet Farm. Such testing, physical or otherwise, may be requested prior to acceptance for employment or at any subsequent intervals after employment commences. Such testing, physical or otherwise, will be to determine my fitness to begin or continue employment with Mills Fleet Farm.

I acknowledge that this application will remain active for no more than 60 days from the date it was made.

Signature of Applicant

Date

