

RAD Feed and Supply
PO Box 599, 105 W Fifth St, Camp Wood, TX 78833
Email: RAD feedsupply@gmail.com
Employment Application Form

Personal Information

Date: _____

Full Name _____ SS # _____

Telephone # _____ Birth Date _____

Address _____ City, State _____ Zip _____

DL# _____ Class _____

Do you have any physical limitations? ___ Yes ___ No If yes, please explain how such limitations would affect your job? _____

Have you ever been injured? ___ Yes ___ No If yes, please explain. _____

Do you have any current health problems? (Including allergies) ___ Yes ___ No If yes, please explain. _____

Do you have any tickets on your driving record? ___ Yes ___ No If yes, please explain. _____

Employees are required to have an active Drivers License with a clean record for Insurance purposes.

Employment Desired

Position/s applying for: 1. _____ 2. _____

Date you can begin: _____ Salary Desired _____

Are you currently employed? Yes No

If yes, may we contact employer? Yes No

Employment Sought: Full Time Part Time

Can you, at the time of employment, submit verification of your legal right to work in the United States?

Yes No

Have you worked for this company before? ___ Yes ___ No

When will you be available to begin work? _____ / _____ (Month/Year)

Are you 18 or older? ___ Yes ___ No

Do you have special training or skills? What are they?

Education

High School _____ Location _____ Graduate? Yes No

College _____ Location _____ Graduate? Yes No

Trade/Business/Graduate School _____ Location _____

Graduate? Yes No

Employment History — list most recent first

Company Name _____ Supervisor _____ Last Position _____
Address _____ Telephone No. _____ Responsibilities _____

City, State, Zip _____ Dates of Employment _____
Reason for Leaving _____

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Company Name _____ Supervisor _____ Last Position _____
Address _____ Telephone No. _____ Responsibilities _____

City, State, Zip _____ Dates of Employment _____
Reason for Leaving _____

References — list 3 individuals [not related to you] who are familiar with your work-related skills

Name	Name of Company	Company Address	Telephone No.	Years Acquainted

Conditions of Employment

- Following our standards of professionalism
- Smiling and making eye contact
- Good Attendance
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Offering exit appreciation to clients
- Being honest and dedicated in your work
- Completing necessary training requirements
- Expediting customers' transactions /requests quickly and professionally
- Following company policies and procedures
- Assisting customers
- Following directions
- Meeting standards or work quality and quantity
- Maintaining a professional appearance and complying with the company dress code
- Accepting a work schedule that may require holiday work
- Must maintain a clean driving record for Insurance eligibility

Are you willing and able to comply with all the requirements listed? Yes No

Signature

Date

Task & Duty List – Yard

1. Yard employees are expected to perform the tasks and duties listed below in order to keep the yard operations on schedule and in good order.
2. Requirements:
 - 2.1 The yard employees must be able to speak and read English.
 - 2.2 Yard employees must be able to perform basic arithmetic.
 - 2.3 Yard employees must have adequate transportation to get to and from work daily.
 - 2.4 The yard is a dusty environment with activity mainly outdoors in all types of weather. Heavy lifting to 100 pounds is required throughout the day. Operation of small hand tools and some power equipment including forklifts, tractors, and front-end loaders is required.
3. Duties performed normally include the following. Other tasks and duties may be assigned from time to time.
 - 3.1 Carry-out directions given by Operations.
 - 3.2 Operate all equipment safely and perform all assigned duties in a safe manner.
 - 3.3 Good and on-time attendance is mandatory.
 - 3.4 Operate the forklift for movement of inventory, loading and unloading trucks, and loading customer orders.
 - 3.5 Grind grain and mix feed per the various recipes as directed.
 - 3.6 Operated front-end loaders, tractors, augers, grinders, small tools, etc. as required.
 - 3.7 Load and unload feed bags, etc. weighing to 100 pounds. Manual movement of bulk grain including by shovel or broom is required, often on top of trucks or other heights up to 30 feet off the ground.
 - 3.8 Move equipment throughout the yard with trucks and other powered equipment as needed to carry out instructions given by Operations.
 - 3.9 A clean and neat appearance is mandatory as the yard employee deals with a conservative clientele daily. No long hair will be permitted due to safety reasons.
4. Acknowledgment
 - 4.1 I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that management retains the right to change this job description at any time.

Employee's Signature

Date

Operation's Signature

Date

Employment Policies and Release Form

There are a number of RAD Feed and Supply policies that an applicant needs to know about and agree to before being employed. There also are a number of activities that RAD Feed and Supply may want to instigate as part of the review and investigation of the appropriate background information on an applicant.

The purpose of this document is to present these policies and investigative activities to the applicant to ensure that they are understood and agreed to at the time the application is submitted.

We, therefore, ask that you please read, complete, and sign this form before you complete the Application for Employment.

Permanent employment or employment for a specific term cannot be guaranteed or promised in the absence of a specific written contract of employment between an employee and the company.

Policies

Among the policies that have been adopted at RAD Feed and Supply are the following that we believe are important for an applicant to know in advance of employment. These are listed below. Your signature on this Release Form indicates that you have read, understand, and would agree to operate under these policies if employed at RAD Feed and Supply.

1. This firm is an equal employment opportunity employer and does not discriminate because of age, sex, race, color, national origin, disability, or religious preference.

2. RAD Feed and Supply is a drug and alcohol free-workplace. To ensure worker safety and integrity of the workplace, RAD Feed and Supply prohibits the illegal manufacture, possession, distribution or use of controlled substances or alcohol in the workplace by its employees or those who engage or seek to engage in business with RAD Feed and Supply. Offers of employment, therefore, may be conditioned on a physical examination, including a drug and alcohol screening.

Note: Pre-employment drug testing is permitted under the ADA.

3. *Smoking is not permitted on the property, vehicles or tractors of RAD Feed and Supply. For the safety and health of its employees, RAD Feed and Supply is committed to a smoke-free building.*

4. Your signature on this Release Form indicates that you understand and agree that if employed, that employment is for no definite period, and may, regardless of the date of payment of your wages and salary, be terminated at any time without previous notice

5. An offer of employment must originate from the General Manager or Designate of RAD Feed and Supply.

6. You understand that if you are employed at RAD Feed and Supply, you will be on probation for the first six months of employment.

Background Review Activities

RAD Feed and Supply may conduct the following investigative activities as part of the background review of prospective employees. Your signature on this Release Form indicates you understand these activities and you authorize them to be performed with the conditions specified as listed below.

1. Persons convicted of specific crimes may not hold certain positions at this company. If you are applying for such a position and have been convicted of a felony, please note this below. If more space is needed, please provide the additional information on a separate sheet of paper. In addition, you authorize RAD Feed and Supply to undertake a criminal records check with state police officials.
2. You authorize RAD Feed and Supply to obtain a Motor Vehicle Record report. Our insurance company may also obtain a report through its sources. If the position you are applying for involves driving a motor vehicle, it is imperative that a good driving record exists.
3. You also authorize and request any and all of your former employers to furnish any and all information regarding your job performance. You agree to hold your former employers and their agents harmless from all liability that could relate in any way to the disclosure of private information or an assessment or opinion of your suitability for employment.
4. You understand that an offer of employment must originate from the General Manager or Designate of RAD Feed and Supply.

In closing, we ask that you read [and complete where needed] the remaining two [2] statements and that your signature on this Release Form indicates you understand each.

1. I understand that misrepresentation or omission of facts herein is cause for termination, if employed.
2. I have read and understand the attached application and have answered all portions of the application truthfully and correctly with no omissions.

Signature _____ Date _____

Background Check Authorization

Name: _____
Last First Middle

I authorize background reports such as criminal, sexual predator/violent offender, civil court records, driving, "most wanted", terrorist links, social security number verification, address history and/or other reports to be obtained on me and for the results of the reports to be provided to the person, company or organization requesting them.

Signature: _____ Date: _____