



# Pepsi-Cola Champaign-Urbana Employment Application

**Name** \_\_\_\_\_

**Position Desired** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

## **Important Information on How To Complete Your Application**

You must fully and accurately provide all information requested on this application to be considered for and, if hired, maintain employment with Pepsi-Cola Champaign-Urbana Bottling Co. or its affiliated companies. Please feel free to attach a resume. However, **do not put “see resume”** or similar language on the application. All data requested must be written or typed in the appropriate section.

You must specify only one position for which you are applying on each application completed. Non-specific answers like “any” are considered unresponsive and will prevent you from being considered for employment.

Please feel free to take this application with you in order to complete it fully and accurately.

The receptionist is available to answer any questions you have concerning the application and to provide you with any other assistance you may require. You may also request other reasonable accommodations to facilitate the application process, including reasonable accommodation to enable you to participate in the interview process. If you ask for such accommodation, you will be given the same consideration as other candidates.

Applications remain active for 45 days from the date submitted. If you do not hear from us within this time and remain interested in employment with us, you must complete a new application.

## **Pepsi-Cola Champaign-Urbana Bottling Co. is an Equal Opportunity Employer**

We are committed to the maintenance of a discrimination-free and harassment-free work environment. Our employment practices, except where required or permitted by law, are not influenced or affected by virtue of an applicant’s race, color, religion, sex, national origin, age, disability or any other characteristic prohibited by applicable law. We encourage you to immediately advise the General Manager of any concern or complaint you may have concerning how you have been treated during the employment process. Concerns will be investigated thoroughly and, to the extent possible while ensuring the quality of the investigation, confidentially.

**FC**

**NFC**

Name

Present Address (street, city, state, zip)

Permanent Address (street, city, state, zip)

Phone  
(    )

Cell phone  
(    )

E-mail

Yes  No Are you at least 18 years of age? If not, date of birth:

Yes  No Are you legally eligible for employment in the United States?

Choose ONLY one option below:

Available for **full-time** employment **only**       Available for **part-time** employment **only**

Yes  No Have you ever worked for Pepsi-Cola Champaign-Urbana Bottling Co.?  
*If yes, please explain in the additional space provided below or on page 6.*

Yes  No Have you ever been discharged, asked or allowed to resign under threat of discharge?  
*If yes, please explain in the additional space provided below or on page 6.*

Yes  No Have you ever been suspended (paid or unpaid) or placed on administrative leave?  
*If yes, please explain in the additional space provided below or on page 6.*

Yes  No Have you ever been disciplined or discharged for any form of inappropriate behavior (harassment, discrimination, threats, fighting, incidents involving violence, etc.)?  
*If yes, please provide information in the additional space provided below or on page 6.*

Yes  No Have you ever been disciplined or discharged from a position as a result of inappropriate use of company or customer assets, theft, dishonesty or embezzlement?  
*If yes, please provide information in the additional space provided below or on page 6.*

Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment History

Please list ALL jobs held through at least the last 10 years, beginning with current or most recent. Attach additional sheets if necessary. List any periods of unemployment during this period in the space provided on page 5.

### Current or Most Recent Position

Company \_\_\_\_\_ From (mm/dd/yyyy) \_\_\_\_\_ to (mm/dd/yyyy) \_\_\_\_\_

Address (street, city, state, zip) \_\_\_\_\_

Phone \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Your title(s) \_\_\_\_\_

Your position and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accomplishments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

### Previous Position

Company \_\_\_\_\_ From (mm/dd/yyyy) \_\_\_\_\_ to (mm/dd/yyyy) \_\_\_\_\_

Address (street, city, state, zip) \_\_\_\_\_

Phone \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Your title(s) \_\_\_\_\_

Your position and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accomplishments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

*Previous Position*

Company \_\_\_\_\_ From (mm/dd/yyyy) \_\_\_\_\_ to (mm/dd/yyyy) \_\_\_\_\_

Address (street, city, state, zip) \_\_\_\_\_

Phone \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Your title(s) \_\_\_\_\_

Your position and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accomplishments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

*Previous Position*

Company \_\_\_\_\_ From (mm/dd/yyyy) \_\_\_\_\_ to (mm/dd/yyyy) \_\_\_\_\_

Address (street, city, state, zip) \_\_\_\_\_

Phone \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Your title(s) \_\_\_\_\_

Your position and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accomplishments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

## Periods of Unemployment

Please detail periods of unemployment during the last 10 years. Attach additional sheets if necessary.

From (mm/dd/yyyy) \_\_\_\_\_ To (mm/dd/yyyy) \_\_\_\_\_

Reason \_\_\_\_\_

From (mm/dd/yyyy) \_\_\_\_\_ To (mm/dd/yyyy) \_\_\_\_\_

Reason \_\_\_\_\_

From (mm/dd/yyyy) \_\_\_\_\_ To (mm/dd/yyyy) \_\_\_\_\_

Reason \_\_\_\_\_

## Education

### High School

Institution \_\_\_\_\_ Location \_\_\_\_\_

Degree Granted \_\_\_\_\_ Credit Hours Completed \_\_\_\_\_

### College/Technical School

Institution \_\_\_\_\_ Location \_\_\_\_\_

Degree Granted \_\_\_\_\_ Credit Hours Completed \_\_\_\_\_

### College/Technical School

Institution \_\_\_\_\_ Location \_\_\_\_\_

Degree granted \_\_\_\_\_ Credit Hours Completed \_\_\_\_\_

### Graduate School

Institution \_\_\_\_\_ Location \_\_\_\_\_

Degree Granted \_\_\_\_\_ Credit Hours Completed \_\_\_\_\_

Computer Skills and Programs \_\_\_\_\_

Technical Skills/Equipment Operated \_\_\_\_\_

## Driving Experience (complete for positions which require driving as an essential job duty)

Class of Truck	Company	Date From	Date To	Type (delivery, tank, flat)
Straight Truck	_____	_____	_____	_____
Tractor/Trailer	_____	_____	_____	_____
Tractor/2+ Trailer	_____	_____	_____	_____
Other	_____	_____	_____	_____

### Driving Record for the Past Three Years

Dates	Nature of Accident (head on, rear end, upset, etc.)	Fatalities	Injuries
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing and providing a driver's license number, you give Pepsi-Cola C-U or its agents permission to check your driving record both now and throughout your employment, if hired by Pepsi-Cola C-U.

Signature \_\_\_\_\_ Driver's license number \_\_\_\_\_

## Additional Information

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

How did you learn about this position opening?

- Newspaper (name) \_\_\_\_\_       Magazine/Journal (name) \_\_\_\_\_  
 Radio/TV (name) \_\_\_\_\_       Gov't Agency (name) \_\_\_\_\_  
 Web Site (name) \_\_\_\_\_       Employee Referral (name) \_\_\_\_\_  
 Job Posting (source) \_\_\_\_\_       Other (source) \_\_\_\_\_

## Certification, Authorization, Release and Acknowledgement

I certify that all information provided in this application, in all attachments to it, during all interview, background and fact checking activities are true, accurate, complete and do not contain any misrepresentations or material omissions. I acknowledge that any misrepresentation or material omission will, without regard to when discovered or who provided the information, be sufficient justification for denial of employment, or if hired, immediate termination.

I expressly authorize Pepsi-Cola Champaign-Urbana Bottling Co., affiliated companies and/or agents to investigate my background and all oral or written statements made during the employment process and to obtain investigative consumer reports, to check my reference and employment records, credit history, driver's record, and criminal history. I further expressly authorize Pepsi-Cola Champaign-Urbana Bottling Co., affiliated companies and/or agents to investigate my background, oral or written statements made and to obtain investigatory reports, check references and employment records, credit history, driver's record, criminal history and all such other information as the Pepsi-Cola Champaign-Urbana Bottling Co., affiliated companies and/or agents deem appropriate during the period of my employment. I authorize Pepsi-Cola Champaign-Urbana Bottling Co., affiliated companies and/or agents to conduct the specific background investigations listed and any other tests and/or investigations Pepsi-Cola Champaign-Urbana Bottling Co., affiliated companies and/or agents deem appropriate. These additional background investigations may include, but are not limited to, gathering information through personal interviews with neighbors, friends and others with whom I am acquainted to understand my character, general reputation, personal characteristics and mode of living. I understand I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of these investigations.

I authorize any reference or information source and all previous employers and educational institutions to provide any information they have concerning me. I fully release Pepsi-Cola Champaign-Urbana Bottling Co., affiliated companies, owners, directors, officers, employees and agents from any and all claims, damages or liability arising directly or indirectly out the of the pursuit, provision of or use of these materials. I fully release any previous employer and any other reference source from any and all claims, damages or liability for providing reference or other information to the Pepsi-Cola Champaign-Urbana Bottling Co., its affiliated companies and/or agents.

I authorize Pepsi-Cola Champaign-Urbana Bottling Co., affiliated companies and/or agents to supply information about my employment record, in whole or part, in confidence to any prospective employer, government agency or other party pursuing a legal and proper interest, and I hereby release Pepsi-Cola Champaign-Urbana Bottling Co., its affiliated companies, owners, directors, officers, employees and agents from any and all liability for providing this information.

I acknowledge that I am an "employee at will" and that I have not been hired for a definite period of time. I can terminate the employment relationship with or without cause and with or without advanced notice at my sole discretion. Pepsi-Cola Champaign-Urbana Bottling Co. has the same right at its sole discretion. I acknowledge that only the president of Pepsi-Cola Champaign-Urbana Bottling Co. can enter into a contract of employment with me, that such contract is not valid unless in writing and signed by the president of Pepsi-Cola Champaign-Urbana Bottling Co. I further acknowledge that I have not received any assurances or writings that would qualify as a contract specifying the length of my employment from any other Pepsi-Cola Champaign-Urbana Bottling Co. employee, officer or agent.

At Pepsi-Cola Champaign-Urbana Bottling Co., affiliated companies' and/or agents' election, I agree to submit any legal dispute that I may file against Pepsi-Cola Champaign-Urbana Bottling Co. or its affiliated companies, its directors, officers, owners, shareholders, employees or agents to binding arbitration pursuant to the then current employment dispute resolution rules of the American Arbitration Association. I further agree that in the event of litigation arising from my employment relationship with Pepsi-Cola Champaign-Urbana Bottling Co., its affiliated companies and/or agents, the proper venue and only location for such lawsuit shall be Champaign County, Illinois.

I further agree to fully and immediately comply with all Pepsi-Cola Champaign-Urbana Bottling Co. rules, regulations, policies and procedures as they currently exist or as they are subsequently added, interpreted or modified over time.

Print full name \_\_\_\_\_

Sign full name \_\_\_\_\_

Date \_\_\_\_\_