

Edgecombe Cotton Growers, Inc.

Application for Employment

An Equal Opportunity Employer

All employment decisions are made without regard to unlawful consideration of race, sex, sexual orientation, gender identity, religion, national origin, age, disability, or any other legally protected status. Reasonable accommodations are available to qualified disabled individuals, upon request.

PLEASE ANSWER ALL QUESTIONS

Date:

PERSONAL INFORMATION

Name: (Last, First, Middle I.)	Email Address:
Address:	Phone:
Are you over the age of 18? If no, you will be required to submit a work permit or proof of graduation from high school or the equivalent, if hired. Yes No	If hired, can you provide proof that you are a citizen or national of the United States, a lawful permanent resident or an alien authorized to work in this country? Proof of employment authorization status will be required if you are hired.) Yes No
Have you worked for us before? Yes No If yes, please state the date you left and reason for leaving:	Do you have any relatives employed by us? Yes No If yes, please give names and relationship:

EMPLOYMENT DESIRED

Position Applied For	Date You Can Start, if offered employment	Compensation Desired					
Are you applying for: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Other							
Please list days/times you are UNAVAILABLE below.							
SUN	MON	TUE	WED	THUR	FRI	SAT	You may be required to work on Holiday(s). Are you able to meet these requirements? Yes No
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?							Yes No
If you are applying for an hourly (non-exempt) position, are you willing to work overtime?							Yes No
Briefly describe your qualifications for this work and any special skills or experiences you possess that will be of special benefit in the job for which you are applying:							

Which source prompted your application?

- Company Website
- Online Job Board
- Other - please indicate:

- Employment Agency
- Employee Referral - please provide name:

CRIMINAL RECORD HISTORY

Have you ever been convicted of a crime? (**Do not respond concerning the following:** arrests or detentions that did not result in conviction; referrals to, and participation in, any pretrial or post-trial diversion program; convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; and misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed.)

- Yes No

If yes, what was (were) the offense(s)?:

Date(s) and place(s) of conviction

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. Factors such as age at the time of the offense, type of offense and relevance to the job for which you are applying, seriousness and nature of the offense, and rehabilitation will be taken into account.

EDUCATION

NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	LIST DEGREE(S)	GRADUATED? YES/NO
High School	N/A	N/A	N/A	
Jr. College or College				
University				
Technical or Vocational School				

Other Training or Degrees:

School(s)

City/State

Degree or Certificate Earned

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held:

License Number & State:

License Expiration Date(s): Other

Professional Memberships:

(You need not disclose memberships that may reveal information regarding race, color, creed, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status.)

REFERENCES

Please provide the name, address and telephone number of at least three people who would be willing to provide a professional reference.

	NAME/RELATIONSHIP	ADDRESS/PHONE	BUSINESS	YEARS ACQUANTED
1				
2				
3				

WORK HISTORY - Please fill out completely, even if accompanied by resume/
CV. Attach additional pages if necessary.

Have you ever been discharged or asked to resign from a position? If yes, please explain:

Company Name:	Telephone:	DATES EMPLOYED	
Address:	From:		
	To:		
Your Title and Description of Work Performed:	BASE RATE OF PAY		
	Start:		
	End:		
Supervisor:	May we contact this employer for reference?		
Reason for leaving:	Yes	No	

Company Name:	Telephone:	DATES EMPLOYED	
Address:	From:		
	To:		
Your Title and Description of Work Performed:	BASE RATE OF PAY		
	Start:		
	End:		
Supervisor:	May we contact this employer for reference?		
Reason for leaving:	Yes	No	

WORK HISTORY CONTINUED

Company Name:	Telephone:	DATES EMPLOYED	
Address:		From:	
		To:	
Your Title and Description of Work Performed:		BASE RATE OF PAY	
		Start:	
		End:	
Supervisor:		May we contact this employer for reference?	
Reason for leaving:		Yes	No

Company Name:	Telephone:	DATES EMPLOYED	
Address:		From:	
		To:	
Your Title and Description of Work Performed:		BASE RATE OF PAY	
		Start:	
		End:	
Supervisor:		May we contact this employer for reference?	
Reason for leaving:		Yes	No

Company Name:	Telephone:	DATES EMPLOYED	
Address:		From:	
		To:	
Your Title and Description of Work Performed:		BASE RATE OF PAY	
		Start:	
		End:	
Supervisor:		May we contact this employer for reference?	
Reason for leaving:		Yes	No

CERTIFICATION

Read carefully before signing application.

I certify that the information given by me in this employment application and my resume (cv) is true and correct and contains no material or deliberate omissions of any kind. I understand that any false statements or material omissions of fact made by me in this employment application or the interview process may disqualify me from employment or result in my termination. I authorize **Edgecombe Cotton Growers, Inc.** to investigate my background and fitness for employment, including, but not limited to, an investigation of all the information provided in this employment application. I release **Edgecombe Cotton Growers, Inc.**, its employees, and agents from any and all liability for failing to hire me or terminating my employment due to such false information or material omissions. I authorize the companies, schools or persons names in this application to give **Edgecombe Cotton Growers, Inc.** any information regarding my employment or educational background, together with any information they may have regarding my qualifications for the job for which I am applying, whether or not it is in their records. I hereby release said companies, schools or persons and their employees and agents from any and all liability resulting from the disclosure of this information.

I UNDERSTAND AND AGREE THAT IF I AM HIRED, MY EMPLOYMENT RELATIONSHIP WITH **EDGECOMBE COTTON GROWERS, INC.** IS AT-WILL, WHICH MEANS THAT IT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, BY EITHER ME OR **EDGECOMBE COTTON GROWERS, INC.** In addition, if I am hired, **Edgecombe Cotton Growers, Inc.** has the right to impose discipline or alter my position at its discretion. I understand and agree that no representative of the Company may enter into any agreement foregoing unless it is done by way of a specific, written agreement signed by the President.

Signed: _____ Date: _____

**This application will be kept active for 6 months.
Consideration for employment after 6 months will require a newly completed application.**

FOR ADMINISTRATION ONLY:	
Interviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No	By: (list all) _____
Applicant qualified for Position Applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	Offer Extended? <input type="checkbox"/> Yes <input type="checkbox"/> No
	No Accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No
If No, date filed for future review: for (position)	_____
Date to destroy:	_____
If Yes, Start Date:	_____
Title:	_____
Rate of Pay:	_____
Department:	_____
Supervisor:	_____