

JOB APPLICATION

Harvest Valley Bakery, Inc
348 N. Civic Rd
La Salle, Illinois 61301
815-224-9030



Harvest Valley Bakery is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____
Address: _____
City, State and Zip Code: _____
Telephone Number: _____
Email Address: _____
Date of Application: _____

Employment Position

Position(s) applying for: _____

Type of position desired (circle one): Full time Part time Are you available on weekends? Yes No

How did you hear about this position? _____

What days are you available for work? _____

What hours or shift are you available for work? _____

What shift would you prefer? _____

1st: 6 am - 2 pm
2nd: 2 pm - 10 pm
3rd: 10pm - 6 am

If needed, are you available to work overtime? _____

On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work? _____

Personal Information

Do you have any friends, relatives, or acquaintances working for Harvest Valley Bakery Yes No
If yes, state name & relationship:

Are you a U.S. citizen? Yes No

Are you approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Harvest Valley Bakery complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Military:

Are you a member of the Armed Services? _____
What branch of the military did you enlist? _____
What was your military rank when discharged? _____
How many years did you serve in the military? _____

What military skills do you possess that would be an asset for this position?

Additional Information:

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

I hereby authorize and consent to Harvest Valley Bakery to perform a background check that includes, but is not limited to, my employment and education verification, social security verification, criminal and civil history, personal interviews, and other public records.

Applicant Signature: _____ Dated: _____