

Hanover Shoe Farms, Inc.
2310 Hanover Pike
Hanover, PA 17331
(717) 637-8931

APPLICATION FOR EMPLOYMENT

Hanover Shoe Farms, Inc. is an Equal Opportunity Employer. We do not discriminate against any applicant on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, military service or any other category protected by federal, state or local law.

General Information

(Please Print)

Date of Application: _____

Personal Information:

First Name	Middle Name	Last Name

Street Address	City	State	Zip Code

Home Telephone Number	Cell Phone Number	Social Security Number
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Position applied for:

<input type="checkbox"/> Farm Worker	<input type="checkbox"/> Administrative
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Referred by: _____

1. Have you submitted an application to us before? Yes No

If yes, give date and position: _____

2. Have you ever worked for us before? Yes No

If yes, give date, position and reason for leaving: _____

3. Are you 18 or older? Yes No

Availability

1. On what date would you be available to start work? _____

2. Are you available to work: Full-time Part-time

3. Are you on a lay-off or subject to recall? Yes No

4. Can you travel if the job requires it? Yes No

5. Do you have access to transportation? Yes No

Employment Experience

Please list the names of your present and previous employers, starting with your present/most recent employment. Be sure to account for all periods of time, including any periods of unemployment. Use additional pages if needed.

Employer Name	Telephone Number ()	Dates Employed		Please Describe Work Performed:
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor's Name				
Reason for Leaving				

Employer Name	Telephone Number ()	Dates Employed		Please Describe Work Performed:
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Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor's Name				
Reason for Leaving				

1. Are you employed now? Yes No

2. May we contact your current employer? Yes No N/A

If no, please explain: _____

3. Do you have any commitments to another employer, which might affect your employment with us? Yes No

If yes, please explain: _____

4. Have you ever been terminated or asked to resign from any job? Yes No

If yes, please explain: _____

5. Please describe any actual experience, special training or qualifications that you feel are relevant to the position for which you are applying: _____

Education

Type of School	Name/Address	Subjects Studied/ Academic Honors	Did you graduate?	Number of Years Attended
High School				
College				
Graduate School				
Technical/Trade School				
Other				

References

Please list two job references and one personal reference.

Name	Telephone Number and Email Address	Occupation	Years Acquainted
1.			
2.			
3.			

Criminal History

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no” with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer “no” with respect to any inquiry relative to prior arrests or criminal court appearances and adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Supreme Court for criminal prosecution. A conviction record is not necessarily a bar to employment. Factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

1. Have you ever been convicted of a felony? Yes No

2. Have you been convicted of a misdemeanor during the past 5 years (other than a first conviction for drunkenness, simple assault, speeding, minor traffic violation, affray or disturbing the peace)? Yes No

3. If you answered “yes” to either of the questions set forth above, please provide the details (date, city or town, nature of offense, and disposition): _____

Signature

(Please read the following carefully and then sign below)

I hereby declare that the information provided by me in this Application for Employment (and in any accompanying resume) is true, correct and complete to the best of my knowledge. I authorize Hanover Shoe Farms, Inc. (or its designee) to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release Hanover Shoe Farms, Inc. (or its designee) from any and all liability resulting from the verification of such information. I understand that any false statement or material omission on this application, or on any supporting documents, shall be grounds for non-hire or discharge, regardless of when discovered by Hanover Shoe Farms, Inc.

I understand that this employment application, or the granting of an interview does not represent a contract of employment or a promise of future benefits by Hanover Shoe Farms, Inc. If I am hired by Hanover Shoe Farms, Inc., I understand that my status will be that of an employee-at-will, meaning that I will have no contractual right, express or implied to remain in Hanover Shoe Farm, Inc.'s employ. I further understand that, if I am hired, my employment can be terminated, with or without cause and with or without notice at any time, at the option of Hanover Shoe Farms, Inc. or me. I also understand that no representative of Hanover Shoe Farms, Inc. has the authority to enter into any oral agreement for employment for a specified period of time or to make an oral agreement contrary to the foregoing.

I understand that if I am offered employment at Hanover Shoe Farms, Inc., I will be required to provide evidence of my identity and authorization for employment in the United States.

I understand that Hanover Shoe Farms, Inc. may require a physical examination and/or drug and alcohol screening as a condition of employment.

Signature of Applicant

Date