

**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 |
|-----------------------|-------------------|
|                       |                   |

Position applied for:

|                                      |   |                                |
|--------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Farm Worker | <input type="checkbox"/> Administrative | <input type="checkbox"/> Other |
|--------------------------------------|---|--------------------------------|

1. Have you applied here before?  Yes  No

If yes, give date and position: \_\_\_\_\_

2. Have you worked for us before?  Yes  No

If yes, give date, position and reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Are you 18 or older?  Yes  No

4. How did you hear about the job? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **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's Name:            | Employer's Telephone: |
| Employer's Address:         |                       |
| Job Title:                  | Supervisor's Name:    |
| Start Date:                 | End Date:             |
| Reason for Leaving:         |                       |
| Please Describe Job Duties: |                       |

|                             |                       |
|-----------------------------|-----------------------|
| Employer's Name:            | Employer's Telephone: |
| Employer's Address:         |                       |
| Job Title:                  | Supervisor's Name:    |
| Start Date:                 | End Date:             |
| Reason for Leaving:         |                       |
| Please Describe Job Duties: |                       |

|                             |                       |
|-----------------------------|-----------------------|
| Employer's Name:            | Employer's Telephone: |
| Employer's Address:         |                       |
| Job Title:                  | Supervisor's Name:    |
| Start Date:                 | End Date:             |
| Reason for Leaving:         |                       |
| Please Describe Job Duties: |                       |

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 direct experience, special training or qualifications that you have and is relevant to the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Education

| Type of School         | Name | City and State | 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.   |                                    |            |                  |

## 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