



Guggisberg Cheese
 5060 SR 557
 Millersburg, OH 44654

Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination on the basis of race, color, religion, sex, national origin, ancestry, age, disability or any other characteristic protected by law.

Please circle the department(s) you are applying for: Date of Application: ___/___/___
 1st Shift 2nd Shift Factory Retail Restaurant Office

Name: Last _____ First _____ Middle _____
 Address: _____ City _____ ST _____ Zip _____
 Telephone# (____) ____-____ Mobile/Other# (____) ____-____ E-mail Address _____
 Referral Source. List name of any relatives employed by Guggisberg Cheese/Chalet in the Valley _____

If you are under 18, and it is required, can you furnish a work permit? Yes No
 If no please explain _____
 Have you ever been employed here before? If yes, give date and position _____ Yes No
 Are you eligible for employment in the country? Yes No
 Date available for work _____/_____/_____ What is your desired salary range? _____
 Type of employment desired Full-Time Part-Time Temporary Seasonal

Note: Do not answer the following questions unless you are applying for the position of driver.
 Driver's license number if driving may be required in position for which you are applying _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date(s) of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No
 If yes, please provide date(s) and details _____

Employment History – Starting with your most recent employer, complete the following information.

Employer	Telephone#	Date employed
Street Address		From _____ To _____
Hiring job title/Final Job title		May we contact for reference?
Immediate supervisor and title		Yes No Later
Why did you leave?		Starting Salary \$ /hr
		Ending Salary \$ /hr
Employer	Telephone#	Date employed
Street Address		From _____ To _____
Hiring job title/Final Job title		May we contact for reference?
Immediate supervisor and title		Yes No Later
Why did you leave?		Starting Salary \$ /hr
		Ending Salary \$ /hr
Employer	Telephone#	Date employed
Street Address		From _____ To _____
Hiring job title/Final Job title		May we contact for reference?
Immediate supervisor and title		Yes No Later
Why did you leave?		Starting Salary \$ /hr
		Ending Salary \$ /hr

Educational Background – Starting your most recent school attended, provide the following information

School (include City & State)	No. of Years Completed	Completed	GPA Class Rank	Major/Degree
		Diploma or GED List degrees and/or Certifications Below		
		Diploma or GED List degrees and/or Certifications Below		
		Diploma or GED List degrees and/or Certifications Below		

References – List name & phone number of three business/work references that are *not* related to you. If not applicable, list three school or personal references that are *not* related to you.

Name	Title	Business	Telephone

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Guggisberg Cheese Inc. is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant for consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 12 calendar months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without just cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except requires by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no oral or written agreements contrary to the before mentioned information are valid unless they are in writing and signed by the President/Vice President of Guggisberg Cheese Inc.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete and I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

I certify that I have read, fully understanding and accept all terms in the above Applicant Statement.

Signature of Applicant _____ Date _____/_____/_____