



# The King Arthur Flour Company, Inc.

58 Billings Farm Road  
White River Junction, VT 05001

-	Card	_____
-	Letter	_____
-	Data Base	_____

## APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
(Last) (First) (Middle)

Are you known by any other name which we will need to check your work record? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please provide: \_\_\_\_\_

Address: (Where we can rely on reaching you)

\_\_\_\_\_  
(Street) (City) (State) (Zip)

Temporary Address (if applicable):

\_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

or Phone number where a message can be left \_\_\_\_\_

E-mail address: At home \_\_\_\_\_ At work \_\_\_\_\_

Are you 18 years or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, can you provide a youth employment certificate from a NH or VT High School? \_\_\_\_\_ Yes \_\_\_\_\_ No

Federal Law establishes certain hour restrictions for any under sixteen (16) years old:  
Will these hour restrictions apply to you? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a legal right to work in the USA? \_\_\_\_\_ Yes \_\_\_\_\_ No

Alien registration number (if applicable) \_\_\_\_\_ S.S. Number (optional) \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
(If you accept employment with King Arthur Flour, the Federal Immigration Act of 1986 requires that you provide documents establishing our identity and work authorization)

Have you been convicted of a criminal felony or misdemeanor in the last five (5) years? \_\_\_\_\_ Yes \_\_\_\_\_ No

Or have you plead guilty or no contest to such a charge in the last five (5) years? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Previous convictions do not exclude an applicant from consideration for employment. Factors such as age, time of the offense, seriousness, nature of the violation and rehabilitation will be taken into consideration)

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked for King Arthur Flour before? Yes or NO If yes, when? \_\_\_\_\_

How were you referred to King Arthur Flour? (Newspaper, radio, friend, etc.) \_\_\_\_\_

List King Arthur Flour employees that you know (including relatives): \_\_\_\_\_

I am available: Full Time \_\_\_\_ Part Time \_\_\_\_ Temporary \_\_\_\_ Seasonal \_\_\_\_

Days of the week you will NOT be available (please circle) MON TUE WED THU FRI SAT SUN

When can you start work? \_\_\_\_\_ Minimum wage or Salary Required: \_\_\_\_\_

Do you have schedule limitations? Yes or NO If yes, specify? \_\_\_\_\_

EMPLOYMENT DESIRED: Are you applying for a specific job opening? Yes or NO

If yes, specify? \_\_\_\_\_

Would you be interested in other positions at King Arthur Flour? Yes or NO

If yes, please circle which location(s) preferred: Administrative Office Retail Store Bakery Warehouse

Some of our jobs require lifting 50-70 lbs on a regular basis, as well as sitting for long periods of time.. Can you perform such work with or without reasonable accommodation? Yes or NO

If you need reasonable accommodation, please specify: \_\_\_\_\_

EDUCATION	NAME OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
High School				
GED				
College				
Graduate School				

EDUCATION: If you did not graduate, why and when did you leave school? \_\_\_\_\_

Future plans for continuing education and training, if any: \_\_\_\_\_

GENERAL: Subjects of Special Study/Scholastic Honors/Additional Training related to the position you are seeking: \_\_\_\_\_

Special Skills (for example: Computer -- list software you are familiar with; or words per minute for typing): \_\_\_\_\_

Activities you enjoy: \_\_\_\_\_

**EMPLOYMENT HISTORY:** List your last three employers, the most recent first.

You may include volunteer assignments and periods of self-employment. Please note interruptions in employment longer than one month.

1) Employer \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Dates Employed from: \_\_\_\_\_ to: \_\_\_\_\_ May we contact them? Yes No (circle one)

Job Title: \_\_\_\_\_ Pay Rate Starting \_\_\_\_\_ Finishing \_\_\_\_\_

Reason for making a change: \_\_\_\_\_

Your Responsibilities: \_\_\_\_\_

2) Employer \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Dates Employed from: \_\_\_\_\_ to: \_\_\_\_\_ May we contact them? Yes No (circle one)

Job Title: \_\_\_\_\_ Pay Rate Starting \_\_\_\_\_ Finishing \_\_\_\_\_

Reason for making a change: \_\_\_\_\_

Your Responsibilities: \_\_\_\_\_

3) Employer \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Dates Employed from: \_\_\_\_\_ to: \_\_\_\_\_ May we contact them? Yes No (circle one)

Job Title: \_\_\_\_\_ Pay Rate Starting \_\_\_\_\_ Finishing \_\_\_\_\_

Reason for making a change: \_\_\_\_\_

Your Responsibilities: \_\_\_\_\_

Which of the above positions did you like best and why? \_\_\_\_\_

**MILITARY SERVICE:**

Branch of Service, kinds of training, and duty while in the service: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Rank: \_\_\_\_\_

Present Military Affiliation (please circle one):      None      Reserve (active)      Reserve (inactive)

**REFERENCES:** Give the names of three people not related to you whom you have known at least one year, particularly those who could speak to your work experience.

1) Name \_\_\_\_\_ Title/Relationship \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone (work or home) \_\_\_\_\_

Name of Business (if applicable) \_\_\_\_\_ Years Acquainted \_\_\_\_\_

2) Name \_\_\_\_\_ Title/Relationship \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone (work or home) \_\_\_\_\_

Name of Business (if applicable) \_\_\_\_\_ Years Acquainted \_\_\_\_\_

3) Name \_\_\_\_\_ Title/Relationship \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone (work or home) \_\_\_\_\_

Name of Business (if applicable) \_\_\_\_\_ Years Acquainted \_\_\_\_\_

**PLEASE READ BEFORE SIGNING EQUAL EMPLOYMENT OPPORTUNITY**

We do not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

**ACCURACY OF INFORMATION**

I certify that all the information submitted by me on this application is true and complete to the best of my knowledge, and I understand that if I am employed, false statements on this application can be grounds for termination of my employment. I understand that this application, if I am employed by the King Arthur Flour, will become part of my personnel file.

**AUTHORIZATION FOR RELEASE OF INFORMATION**

In connection with this application, I authorize my former employers, schools, law enforcement agencies, and branches of military to release information they may have about me. I release all parties supplying such information and King Arthur Flour from any liability arising out of the release of any such information.

**KING ARTHUR FLOUR RULES AND REGULATIONS**

In consideration of my employment, I agree to conform to the King Arthur Flour rules and regulations currently in existence or which may be existing in the future.

**EMPLOYMENT AT WILL**

King Arthur Flour strives to provide all employees with fair and reasonable conditions of employment at all times. However, to carry out its business obligations and priorities in the most efficient manner possible, the Company adheres to the principles of at-will-employment based on the condition of mutual consent to continue the relationship between the employee and the Company. Therefore, the employee or the company is free to terminate the employment relationship at will, with or without cause, at any time.

**I have read and understand the above conditions.**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

*Your employment application is considered active for six months.*