

# EMPLOYMENT APPLICATION



## Arkansas Farm Bureau Federation and Affiliated Companies



10720 KANIS ROAD / LITTLE ROCK, ARKANSAS 72211 / (501) 224-4400

Please print and answer all questions fully. Use ink. If a question does not apply to you write the words "NOT APPLICABLE" as the answer.

NAME (Last)	(First)	(Middle)	Social Security Number
ADDRESS (No.)	(Street)		Telephone Number
	(City)	(State)	Home _____ Other _____
		(Zip Code)	How long at this address?

## EDUCATION

	NAME	LOCATION	MAJOR	CIRCLE LAST YEAR COMPLETED	DEGREE
High School				1 2 3 4	
Business School				1 2 3 4	
College or University				1 2 3 4	
Graduate Work				1 2 3 4	
Other				1 2 3 4	

## SKILL – KNOWLEDGE – APTITUDES

Check any of the following in which you have had training or experience.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Administrative / Clerical<br><input type="checkbox"/> Typing _____ WPM<br><input type="checkbox"/> Calculator / 10 Key<br><input type="checkbox"/> Computer skills<br><input type="checkbox"/> Programming<br><input type="checkbox"/> Data / Word Processing | <input type="checkbox"/> Software (Please state) _____<br><input type="checkbox"/> Governmental / Political<br><input type="checkbox"/> Agricultural / Commodities<br><input type="checkbox"/> Management | <input type="checkbox"/> Sales / Marketing<br><input type="checkbox"/> Finance / Operations<br><input type="checkbox"/> Public Relations / Communications<br><input type="checkbox"/> Other (Please State) _____<br>_____<br>_____ |
|--|---|--|

## GENERAL INFORMATION

- |   |  |
|---|--|
| Have you been employed here previously? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Have you ever applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you prevented from lawfully becoming employed in this country because of visa or immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(Proof of citizenship or immigration status will be required upon employment.)<br>Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(Conviction will not necessarily disqualify applicant from employment)<br>If yes, please explain _____<br>_____ |
|---|--|

Type of Work Desired	Starting Salary Expected	Date Available	How were you referred?
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## EMPLOYMENT RECORD — Starting with present or most recent, list previous employers

### PRESENT OR LAST POSITION

Company	Phone AC (     )
Address	

Employed from MO    DAY    YEAR	Employed to MO    DAY    YEAR	Position Title
Immediate		Starting Salary \$
		Ending Salary \$

Primary Responsibilities and Duties

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Reason for Leaving

Number of days absent while employed by this employ- You  MAY  MAY NOT Contact my present employer.

## PREVIOUS EMPLOYER

Company	Phone AC (     )
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Address

Employed from MO    DAY    YEAR	Employed to MO    DAY    YEAR	Position Title
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Immediate Supervisor	Starting Salary \$	Ending Salary \$
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Primary Responsibilities and Duties

Reason for Leaving

Number of days absent while employed by this employer?

## PREVIOUS EMPLOYER

Company	Phone AC (     )
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Address

Employed from MO    DAY    YEAR	Employed to MO    DAY    YEAR	Position Title
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Immediate Supervisor	Starting Salary \$	Ending Salary \$
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Primary Responsibilities and Duties

Reason for Leaving

Number of days absent while employed by this employer?

## PERSONAL REFERENCES

# 1

NAME	PLACE OF EMPLOYMENT
FULL ADDRESS (No. & Street)	(City & State)
HOME PHONE	WORK PHONE
NUMBER OF YEARS ACQUAINTED	

# 2

NAME	PLACE OF EMPLOYMENT
FULL ADDRESS (No. & Street)	(City & State)
HOME PHONE	WORK PHONE
NUMBER OF YEARS ACQUAINTED	

# 3

NAME	PLACE OF EMPLOYMENT
FULL ADDRESS (No. & Street)	(City & State)
HOME PHONE	WORK PHONE
NUMBER OF YEARS ACQUAINTED	



# APPLICANT READ CAREFULLY

## An Equal Opportunity Employer

The Company maintains a policy of non-discrimination with employees and applicants for employment. No aspect of employment with the Company will be influenced in any manner by race, color, religion, sex, age, national origin, disability, marital status or any other basis prohibited by State and Federal laws.

## Applicant's Statement

I certify that the information contained in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may result in my dismissal from employment if discovered at a later date. I agree to immediately notify the company if I should be convicted of a felony, or any crime involving dishonesty or breach of trust while my job application is pending, or during my period of employment, if hired.

I agree to conform to the rules and regulations of the Company, and understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I further understand that no recruiter or interviewer or other representative of the Company has any authority to enter into any agreement for employment for any specified period of time.

All applications for employment will be retained on file for one (1) year, however, applications over 90 days old will no longer be eligible for consideration for future job openings. Applicants wishing to continue to be considered after 90 days should reactivate their application by contacting the Human Resources Department to complete a new application.

## Information Release Authorization

I acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize the Company to (1) investigate, or cause to be investigated, the truthfulness of all statements made on this application; (2) contact my former employers and other listed references or any other persons who can verify information; and (3) discuss the results of any investigation with other employees of the Company involved in the hiring process. The Company may, in processing my employment application, also request that an investigative consumer report be prepared, which may include information as to my character, general reputation, personal characteristics and mode of living. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools and others. I also understand that under the Federal Fair Credit Reporting Act I have the right to make a written request to the Human Resources Department of the Company within a reasonable time after I have completed this application, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. In addition, I give my consent to all contacted persons including former employers to provide information concerning this application, and I release each such person from liability for providing information to the Company.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## INTERVIEWER: FILL IN THIS SPACE

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Position considered \_\_\_\_\_ Telephone Ext. # \_\_\_\_\_

Date Placed on Payroll \_\_\_\_\_ Grade Level \_\_\_\_\_ Dept. \_\_\_\_\_ Beginning Salary \_\_\_\_\_

