



APPLICATION FOR EMPLOYMENT

General, Office, Clerical, Operations & Management

West Side Grain Sales, Inc. is an Equal Opportunity Employer

(Applicants are not required to provide any information on this form that is prohibited by Federal, state or local law)

Please Print in Ink – Application Must be Completed in Full Even if Submitting a Resume

PERSONAL & GENERAL INFORMATION

Date: _____, 20____ Soc Sec No. ____-____-____ Are you legally eligible to work in the U.S.? Yes No (If offered employment, you will be required to provide documentation verifying your eligibility.)

Name (print) _____ Home Telephone No. (____)-____-____
Last Name First Name MI

Address _____ Other Telephone No. (____)-____-____
No. Street E-Mail Address: _____
City State Zip Code

Position or Type of Position Desired: _____ Earnings Expected \$ _____ per _____

Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? Yes No

If no, please explain: _____

Are you 18 years of age or older? Yes No Applying for (check all that apply) Full-Time Part-Time Temporary

Have you ever been employed by West Side Transport, Inc, West Side Salvage, West Side Grain Sales and/or West Side Unlimited? Yes No

If yes, where and in what capacity? _____ Dates: From: _____ To: _____

How did you learn about West Side Grain Sales, Inc. and any of its openings?

Advertisement Friend Relative Work Force Development West Side Grain Sales Employee _____ Other _____

Names of Friends Employed by West Side Grain Sales _____ Names of Relatives Employed by West Side Grain Sales _____

Have you ever been convicted of a crime other than a minor traffic offense? Yes No If yes, please explain and provide details:

A conviction record will not necessarily be a bar to employment. Factors such as age at the time of the offense, date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

Have you ever been discharged or asked to resign from any employment? Yes No If yes, please explain: _____

Days and hours available to work (If employed I will notify my supervisor in writing should my availability change)

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
End							

Are you available to work overtime? Yes No Are you available to work weekends if needed? Yes No

Are you available to work holidays if needed? Yes No If offered a position, date available to start work: _____

If offered a position, is there anything that would interfere with your regular attendance and punctuality Yes No If yes, please explain: _____

West Side Grain Sales, Inc. is an equal opportunity employer. It is our policy to provide and promote equal employment opportunity to all employees and applicants for employment in accordance with all Federal, state and local laws and regulations governing personnel activities. No person will be discriminated against in employment because of race, color, creed, religion, sex, national origin, age, ancestry, disability, veteran status or any other protected class.

Education & Training

Circle Highest Grade/Year Completed	High School			College				Graduate School				Technical/Vocational			
	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4

	School Name	Location (City/State)	Graduated Yes or No	Course ▪ Diploma/Degree or Certificates Earned	Dates Attended or Year Graduated	Grade Point Average
High School (Indicate GED if applicable)						
College						
Graduate School						
Correspondence ▪ Night School						
Technical ▪ Business ▪ Vocational (Include copy of certification)						

Describe any academic honors, scholarships, offices held, extracurricular activities, etc. (You need not disclose membership in organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, veteran status or any other protected status)

MILITARY SERVICE: Have you served in the U.S. Armed Service? Yes No If yes, which branch? _____

Dates: From: _____ To: _____ Describe any job related training or experience in the military: _____

Professional Licenses, Certificates, Registrations or Memberships Held: _____
 Include number, where issued, effective date, and expiration date. (You need not disclose membership in organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, veteran status or any other protected status.)

Languages read, written or spoken fluently other than English: _____

Describe any other experience, skills, specialized courses, training, seminars, apprenticeships or other qualifications or skills you believe should be considered by West Side Grain Sales in evaluating your qualifications for employment:

Courses and/or Training not shown elsewhere in this application:

General Abilities & Experience

Check all that apply regarding job experience and/or training you have, including length of time you had on-the-job experience:

- Accounts Receivable Accounts Payable Administrative Assistant Clerical Collections Data Entry Human Resources IT
 Management Payroll Purchasing Secretarial Sales (Non-Transportation) Supervision Software/Hardware PC Skills Other

For each item checked, please describe in detail the amount and type of experience you have:

_____ Please describe in detail your experience and proficiency with computer hardware and software, including specific software knowledge and skill:

Grain Facility Operation Abilities & Experience

Check all that apply regarding job experience and/or training you have related to Grain Facility Operation, including length of time you had on-the-job experience:

Grain Accounting Grain Loading & Unloading Grain Equipment Repair Truck Scale Operation Grain Dryer Operation Grain Merchandising Other (Describe Below)

For each item checked, please describe the amount and type of experience you have in detail:

Employment History

Provide your full employment record, starting with your current or most recent employment, including U.S. Military Service, full-time and part-time employment. Attach an additional sheet if more space is necessary. If any employment was under a different name, indicate that name. Any periods of employment must include name, address and phone number of a person who can verify the information you have submitted. Do not exclude any employment. West Side Grain Sales, Inc. reserves the right to contact all listed employers, except as noted below.

Account for any period of time since leaving school (high school or college) that you were not working:

From	To	Reason
Month/Year:	Month/Year:	
Month/Year:	Month/Year:	
Month/Year:	Month/Year:	

Employer 1

Name and Type of Company: _____ From: _____ To: _____

Address: _____ Phone (____) _____ - _____
Street Area Code

City _____ State _____ Zip Code _____ Starting Rate of Pay: _____
Current or Ending Rate of Pay: _____

Position Held: _____ Hours per Week: _____

Name and Title of Immediate Supervisor: _____ Contact Information: _____
Phone #

Describe your job duties, including number and type of employees supervised:

Reason for Leaving (if still employed, why do you wish to leave?): _____

May we contact this employer? Yes No

Employer 2

Name and Type of Company: _____

From: _____ To: _____

Address: _____

Phone (_____) - _____

Street

Area Code

City

State

Zip Code

Starting Rate of Pay: _____

Current or Ending Rate of Pay: _____

Position Held: _____

Hours per Week: _____

Name and Title of Immediate Supervisor: _____

Contact Information: _____
Phone #

Describe your job duties, including number and type of employees supervised:

Reason for Leaving (if still employed, why do you wish to leave?): _____

May we contact this employer? Yes No**Employer 3**

Name and Type of Company: _____

From: _____ To: _____

Address: _____

Phone (_____) - _____

Street

Area Code

City

State

Zip Code

Starting Rate of Pay: _____

Current or Ending Rate of Pay: _____

Position Held: _____

Hours per Week: _____

Name and Title of Immediate Supervisor: _____

Contact Information: _____
Phone #

Describe your job duties, including number and type of employees supervised:

Reason for Leaving: _____

May we contact this employer? Yes No**Employer 4**

Name and Type of Company: _____

From: _____ To: _____

Address: _____

Phone (_____) - _____

Street

Area Code

City

State

Zip Code

Starting Rate of Pay: _____

Current or Ending Rate of Pay: _____

Position Held: _____

Hours per Week: _____

Name and Title of Immediate Supervisor: _____

Contact Information: _____
Phone #

Describe your job duties, including number and type of employees supervised:

Reason for Leaving: _____

May we contact this employer? Yes No

References

Note: At least three references must be business or professionally related that know your work performance

1	Name:	Occupation/Business:	Phone Contact #: <input type="checkbox"/> Business: <input type="checkbox"/> Cell: <input type="checkbox"/> Home:
Address:		City/State:	Zip Code:
<input type="checkbox"/> Business <input type="checkbox"/> Personal		Relationship:	How Long Known:

2	Name:	Occupation/Business:	Phone Contact #: <input type="checkbox"/> Business: <input type="checkbox"/> Cell: <input type="checkbox"/> Home:
Address:		City/State:	Zip Code:
<input type="checkbox"/> Business <input type="checkbox"/> Personal		Relationship:	How Long Known:

3	Name:	Occupation/Business:	Phone Contact #: <input type="checkbox"/> Business: <input type="checkbox"/> Cell: <input type="checkbox"/> Home:
Address:		City/State:	Zip Code:
<input type="checkbox"/> Business <input type="checkbox"/> Personal		Relationship:	How Long Known:

4	Name:	Occupation/Business:	Phone Contact #: <input type="checkbox"/> Business: <input type="checkbox"/> Cell: <input type="checkbox"/> Home:
Address:		City/State:	Zip Code:
<input type="checkbox"/> Business <input type="checkbox"/> Personal		Relationship:	How Long Known:

5	Name:	Occupation/Business:	Phone Contact #: <input type="checkbox"/> Business: <input type="checkbox"/> Cell: <input type="checkbox"/> Home:
Address:		City/State:	Zip Code:
<input type="checkbox"/> Business <input type="checkbox"/> Personal		Relationship:	How Long Known:

Conditions of employment are stated below.

Please read carefully before you sign and submit this application to West Side Grain Sales, Inc.
Direct any questions you may have regarding this statement to the Human Resources Department

I CERTIFY THAT ALL INFORMATION AND ANSWERS GIVEN BY ME ON THIS APPLICATION, OR ON ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT IF I AM ALREADY EMPLOYED, REGARDLESS OF WHEN OR HOW SUCH INFORMATION IS DISCOVERED.

I understand and agree that nothing contained in this employment application, any accompanying or required documents, or in the granting of an interview is intended to create a contractual relationship, either expressed or implied, between me and West Side Grain Sales, Inc. for either employment or the provision of any benefits.

I understand that if offered a position with West Side Grain Sales, Inc., I am subject to a pre-employment drug/alcohol screening as a condition of employment. I hereby consent to the collection of a breath alcohol test and/or urine sample by the medical facility chosen by West Side Grain Sales, Inc. for testing of the presence of alcohol and/or non-prescribed illegal substances. I understand and agree that a positive test result for alcohol and/or non-prescribed illegal substances based upon this drug/alcohol screening, or any refusal to cooperate with or attempt to affect the results of such drug/alcohol screening test will disqualify me from further consideration for employment by West Side Grain Sales, Inc., or if already employed by West Side Grain Sales, Inc., because for my immediate termination of employment. I understand and agree that if I am hired, I will be subject to drug/alcohol testing under West Side Grain Sales, Inc.'s Drug-Free Workplace Policy in effect at the time of my employment or as it may change from time to time during my employment.

If I am hired by West Side Grain Sales, Inc., I agree to abide by any and all of the West Side Grain Sales, Inc.'s policies, procedures, rules, regulations, and guidelines governing my employment in effect at the time of my hire and thereafter, and as such may change from time to time during my employment and, if applicable, after my employment terminates. I understand and agree that such abiding is a condition of employment. I further understand and agree that West Side Grain Sales, Inc., and all of its representatives or agents shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, or otherwise change all policies, procedures, rules, regulations, guidelines, documents, and/or benefits or other terms and conditions of employment from time to time with or without notice to me.

In the event I am hired by West Side Grain Sales, Inc., I further understand and agree that my employment with West Side Grain Sales, Inc. will be AT WILL, for no specified duration, and may be terminated with or without cause, with or without notice, at any time, at the option of either West Side Grain Sales, Inc. or me. I further understand and agree that no promise, representation, statement, document, policy, procedure, or agreement contrary to the foregoing, whether oral or written, by any representative or agent of West Side Grain Sales, Inc., at any time, can constitute a contract of employment, either expressed or implied, between me and West Side Grain Sales, Inc. for any length of time or contrary to the foregoing, except as mutually agreed upon in writing between the President & CEO of West Side Grain Sales, Inc. and me, and signed by both parties.

I acknowledge that I have read and understand the above statements, and hereby authorize West Side Grain Sales, Inc., its representatives, agents or vendors to investigate, be supplied with, and obtain information about any and all statements and information contained in this application and any accompanying or required documents. I understand and agree that information to be obtained or supplied about me includes, without limitation, information concerning my character, general reputation, mode of living, criminal record, work habits, financial responsibility, job performance, experience, employment, and/or reasons for employment termination. I understand that if West Side Grain Sales, Inc. requests an investigative consumer report, I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. In so authorizing, I hereby release and hold harmless any person or organization, including but not limited to any and all schools, employers, references, courts and/or anyone else who supplies information about me to West Side Grain Sales, Inc. and/or any of its representatives, agents or vendors, and also release and hold harmless West Side Grain Sales, Inc., and/or any and all of its representatives, agents or vendors from any and all liability, claims and damages of whatever kind and nature that could result by reason of providing or obtaining such information, and/or having an employment decision based on making an investigation and/or utilizing such information to do so.

I understand this application is considered current for three months from the date entered on the first page herein. If I wish to be considered for employment after this period I must complete and submit a new application.

I further acknowledge that by signing this application I do so willingly and voluntarily.

Signature of Applicant: _____ Date: _____

Applicant's Printed Name: _____