

# **Willie Itule Produce, Inc. - Employment Application**

**Today's Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap or any other legally protected status. Equal access to programs, services and employment is available to all persons. Those requiring reasonable accommodation to the application and/or interview process should notify us.

This is a drug free and alcohol free workplace. We can test for these substances under a random testing program and will test after any accident. Should you test positive, your job will be terminated immediately.

**\*\*FEDERAL EMPLOYMENT REGULATIONS REQUIRE ALL EMPLOYEES WORKING IN THIS FACILITY TO BE AGE 18 OR OLDER\*\***  
**\*\*IF HIRED, YOU MUST HAVE IDENTIFICATION PROVING THAT YOU ARE AGE 18 OR OLDER\*\***

Applicant Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Day or night shift?: \_\_\_\_\_ Date available: \_\_\_\_\_

**Are you related to any person currently or formerly employed by Willie Itule Produce, Inc.?: YES / NO**

**If YES, Please provide their first and last name:** \_\_\_\_\_

If you are hired, proof of citizenship or immigration status is required by law. If you are under 18, you need to show proof of work eligibility.

**Have you ever been convicted of a felony?: YES / NO If YES, Please explain each instance below:**

## **Employment History:** Start with your most recent job

Employer:	When did you work there?:
Address:	What was your job?:
	Rate of pay?:
Supervisor name/phone:	Reason for leaving?:
Employer:	When did you work there?:
Address:	What was your job?:
	Rate of pay?:
Supervisor name/phone:	Reason for leaving?:
Employer:	When did you work there?:
Address:	What was your job?:
	Rate of pay?:
Supervisor name/phone:	Reason for leaving?:

Please list any experience or skills that you feel will impact our consideration of your application. You may exclude organizations that indicate race, color, religion, gender, national origin, handicap or other protected status:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print your name here: \_\_\_\_\_

**Applicant's statement:**

I certify that the answers listed are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application will be held on file for 45 days. If I wish to be considered further, I will return and fill out another application.

**By signing below, I understand and acknowledge:**

Unless otherwise defined by applicable law, any employment relationship with this company is of an "at will" nature. This means that the employee may resign at any time, and that the employer may discharge any employee, at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

**This company can and will randomly and after all accidents test for alcohol and or drug use within approved guidelines.**

In the event of employment, I understand that false or misleading information given in this application, or during any interviews will result in discharge. I understand that I am required to follow all rules and regulations of my employer and instructions of my supervisor whether verbal or written.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

Willie Itule Produce, Inc., is an equal opportunity employer

Office use only below: Interviewers comments:

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Hire date: \_\_\_\_\_ Rate of pay: \_\_\_\_\_

## Criminal Investigation Authorization

Willie Itule Produce, Inc., as a requirement of doing business with public and private institutions, may be required to investigate the background of employees. Conviction of a crime is not necessarily a bar to employment. Each case will be considered individually.

I, (print name here): \_\_\_\_\_, hereby authorize Willie Itule Produce, Inc. and its representatives to conduct a Criminal Investigation. I understand that the information obtained may be used in making employment decisions, including but not limited to, hiring, job assignments and duties, and any other affected employment decisions as determined by management. Any investigation will be conducted within the limits of the law and all information will be kept confidential.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicants Social Security Number \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

**Please Print:**

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of issue: \_\_\_\_\_ Expiration: \_\_\_\_\_

Please list any other name(s) by which you may be or have been known \_\_\_\_\_

Please list your addresses for the last ten years:

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## MVR DISCLOSURE AND AUTHORIZATION

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### DISCLOSURE TO CONSUMER

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#### WILLIE ITULE PRODUCE, INC.

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Name of Company

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As part of our employment process, we may obtain where permitted, one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as:

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iiX, a Verisk Analytics Business  
1716 Briarcrest Drive  
Suite 200  
Bryan, Texas 77802

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- Consumer reports may include background, employment history, academic and/or professional credentials, military service, credit history, and driving history. The information gathered also may involve a criminal history and/or alcohol or drug use history, if any.
- An investigative consumer report may include information about your character, general reputation, personal characteristics and mode of living that may be obtained by interviews with individuals who may have knowledge concerning any such items of information. This also may include contacts of all listed prior employers to verify your employment history.
- If your employment falls under the federal Department of Transportation (“DOT”) and the Federal Motor Carrier Safety Administration (“FMCSA”), including 49 CFR § 391.23, the report could include your driving, safety inspection and performance history from the FMCSA.

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Under the provisions of the Fair Credit Reporting Act (“FCRA”), 15 U.S.C. § 1681 et seq.; FMCSA regulations in the Federal Code of Regulations, including 49 CFR § 40.329; and certain state laws, before we can seek such reports, where permitted, we must have your written permission to obtain the information.

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You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You also are entitled to a copy of that document entitled “Rights Under the Fair Credit Reporting Act”. Under the FCRA, before we take adverse action on the basis, in whole or in part, of information in a consumer report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

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- **Notice to California Applicants:** Under California law, the reports ordered about you for employment purposes within the State of California are defined as “investigative consumer reports.” These reports may contain information on your character, general reputation, personal characteristics and mode of living. Under California Civil Code § 1786.22, you may view the report(s) maintained at iiX during normal business hours. You also may obtain a copy by submitting proper identification and paying the cost of duplication by appearing at iiX in person, by mail, or by telephone. iiX is required to have personnel available to explain the report(s) and to explain any coded information. If you appear in person, you may be accompanied by a person of your choice, if s/he furnishes proper identification.
- **Notice to Massachusetts Applicants:** Under Massachusetts law, an employer is prohibited from making written, pre-employment inquiries of an applicant about his or her criminal history. MASSACHUSETTS APPLICANTS SHOULD NOT RESPOND TO ANY OF THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION.

**MVR DISCLOSURE AND AUTHORIZATION**

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**AUTHORIZATION TO OBTAIN INFORMATION**

**WILLIE ITULE PRODUCE, INC.**

Name of Company

I have read and understood the preceding Disclosure to Consumer. Under the Fair Credit Reporting Act ("FCRA"), 15 U.S.C. § 1681 et seq., the regulations applicable to the federal Department of Transportation's Federal Motor Carriers Safety Administration, including 49 CFR § 40.329, the Americans with Disabilities Act and all other applicable federal, state, and local laws, I hereby authorize and permit the above named company to obtain information about me, where permitted, which may pertain to my employment records, driving history records, driving performance and safety history, criminal history, credit history, civil records, workers' compensation (post-offer only), alcohol and drug testing, verification of my academic and/or professional credentials, and information and/or copies of documents from any military service records.

I understand an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living that may be obtained by interviews with individuals who may have knowledge concerning any such items of information. I authorize information to be obtained from my former employers to satisfy driver qualification regulations.

**DOT Drivers.** I understand that Title 49 of the Federal Code of Regulations, § 391.23, requires that my prospective employer and/or its agent(s) may contact all former employers of a driver within the last three years under the regulation of the Department of Transportation. Information such as dates of employment, position, accident history, as well as information pertaining to my drug and alcohol testing history, may be requested from each employer in accordance with Section 391.23 and 49 CFR 40.25.

By signing below, I consent to and authorize the gathering of this information by my prospective employer or employer and those who my prospective employer or employer has engaged to request and obtain this information including former employers, and/or from or through a consumer reporting agency, such as iiX, a Verisk Analytics Business.

I understand and acknowledge that the information provided in the consumer reports or investigative consumer reports may assist my employer or prospective employer to make a determination regarding my suitability as an employee.

I further understand that, under the FCRA, in the event of Adverse Action, I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I agree that a copy of this authorization has the same effect as an original. Where permitted, this authorization shall remain in effect over the course of my employment and reports may be ordered periodically during the course of my employment.

Applicant's / Employee's Full Name (Print clearly)

Applicant's / Employee's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Signature

[Type here]

**Notice – Required Purchases**

- All employees at time of hiring are required to purchase 3 Willie Itule Produce ID badges. These are for identification, security, and payroll. The cost of these badges will be deducted from your first paycheck and are non-refundable. Should you lose these, you will be required to purchase another set at the same cost. Should your employment end, there are no refunds.
  - ID badges are \$10.00
  - Payroll ID \$5.00
  - Security badges are \$3.00
- All warehouse and driver employees are required to wear Willie Itule Produce shirts to work daily. The cost is \$20.00 per shirt and will be deducted from your 1st paycheck. Should your employment end, there are no refunds.
- If your position requires a hand truck, you will be provided with one. This equipment is the sole property of Willie Itule Produce. Should you lose the hand truck provided to you, you will be required to pay a \$175.00 fee to replace the lost equipment. This will be deducted in increments of \$20.00 from your paycheck(s) until the total is paid in full. Should your employment end, there are no refunds, the balance due will be deducted from your final check, and the hand truck remains the property of Willie Itule Produce. Further information can be found in the employee handbook.
- There are other optional items available for purchase (hats, etc). If you are interested in purchasing one of these items please speak with Human Resources.

By signing below you indicate you understand and agree to the aforementioned required purchases as part of your employment with Willie Itule Produce, along with the specified withholdings/deductions if applicable.

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Written Name

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Signature

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Date

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[Type here]