

A S K FOODS, INC.  
 P.O. BOX 388 PALMYRA, PA 17078

# APPLICATION FOR EMPLOYMENT

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.

## PERSONAL

(Please Print)

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
No. Street City State Zip

Telephone No. \_\_\_\_\_ How did you hear about us?  Our advertisement - where? \_\_\_\_\_  
 Friend or Relative - who? \_\_\_\_\_  
 Other \_\_\_\_\_

Are you over 18 years of age?  Yes  No *If NO, a work permit will be required.*

Are you legally eligible for permanent employment in the United States? \_\_\_\_\_ *(If hired, verification will be required by law).*

Position(s) applied for \_\_\_\_\_  Full Time  Part Time

If part time, check days/hours available:  Mon. \_\_\_\_\_ to \_\_\_\_\_ :  Tues. \_\_\_\_\_ to \_\_\_\_\_ :  Wed. \_\_\_\_\_ to \_\_\_\_\_ :  
 Thurs. \_\_\_\_\_ to \_\_\_\_\_ :  Fri. \_\_\_\_\_ to \_\_\_\_\_ :

Date you are available to start work: \_\_\_\_/\_\_\_\_/\_\_\_\_. Expected pay rate \_\_\_\_\_  Hr.  Wk.

Have you worked for us before? \_\_\_\_\_. If so, when? \_\_\_\_\_ Position? \_\_\_\_\_

Indicate special qualifications or skills \_\_\_\_\_

EDUCATION	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?
ELEMENTARY				
HIGH SCHOOL				
COLLEGE		MAJOR: DEGREE:		
OTHER				

Are you employed at the present time?  Yes  No. If hired, will you work overtime if required?  Yes  No

Have you ever been bonded in prior employment? \_\_\_\_\_. If YES, list name(s) of employer(s): \_\_\_\_\_

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? \_\_\_\_\_. If YES, list convictions:  
*(A conviction does not necessarily disqualify an applicant for the position being applied for).*

CONTINUED ON REVERSE SIDE

**PRIOR EMPLOYMENT**

(Start with most recent employer)

Employer	Phone	From	To
Address		Position	
Duties		Supervisor's Name	
Reason for leaving		Starting Salary/Wages	
Final Salary/Wages			
Employer	Phone	From	To
Address		Position	
Duties		Supervisor's Name	
Reason for leaving		Starting Salary/Wages	
Final Salary/Wages			
Employer	Phone	From	To
Address		Position	
Duties		Supervisor's Name	
Reason for leaving		Starting Salary/Wages	
Final Salary/Wages			

**MILITARY SERVICE**

BRANCH OF SERVICE	FROM	TO	RANK & DUTIES	DATE DISCHARGED

**REFERENCES (former supervisor/co-workers/business associates, etc.)**

Name	Business Association	Yrs Known	Phone #s:	Home	Work

The above information is true and complete to the best of my knowledge. Should I be employed by the Company, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Company has my permission to obtain all necessary information from the references I have listed, or any other sources concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the company.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the Company, I may resign such employment anytime at my discretion with or without prior notice and the Company may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

If an offer of employment is made to me, I understand that I will be subject to a substance abuse test as well as a pre-employment physical to assess my physical qualification to perform the essential functions of the position which I am hired to perform. The substance abuse test and pre-employment physical will be at the expense of the company, except that if I do not work at least one week, I will be responsible for the cost of the substance abuse test and physical, which is about \$80.00. I authorize the deduction of this amount from my final paycheck with the company.

Date

4/08

Signature of Applicant

**A S K Foods, Inc.**  
**Pre-Employment (Post-Offer) Substance Abuse Testing Form**

An applicant who receives a conditional offer of employment must successfully complete a drug screen before performing job duties for the company. These tests are done at the company's expense, except that if I do not work at least one week, I will be responsible for the cost of the test and the pre-employment physical, which totals about \$80.00.

If an applicant's drug test result is positive or if the applicant refuses to submit to a pre-employment test, then the Company shall treat the applicant as having withdrawn his application and withdraw its conditional offer of employment.

I understand that this document deals only with A S K Foods, Inc. substance abuse testing and does not in any way alter any other terms and conditions of employment, nor does it create a contract of employment for any particular length, term or duration. I remain subject to all other A S K Foods, Inc. employment policies.

I shall submit to substance abuse testing within 24 hours of a job offer and when, at the sole discretion of A S K Foods, Inc., circumstances exist which permit such testing under the terms and conditions of the Substance Abuse policy.

**I AGREE** in submitting to the urine drug testing that the testing agency is authorized by me to provide the results of these tests to A S K Foods, Inc.. I further agree to hold A S K Foods, Inc. and its agents, directors, officers, and employees harmless from any and all liability in connection with the testing for drug content and the use of the results as they pertain to my employment status. I further understand that A S K Foods, Inc. reserves the right to alter, amend, change, or modify its Substance Abuse Policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

**I REFUSE to submit to testing.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

# A S K Foods, Inc.

## DRUG AND ALCOHOL ABUSE POLICY

### Statement of Intent

It is in the interest of the entire Company to maintain a workplace which is free from the presence of alcohol, drugs or other intoxicating substances and free from the impairments associated with alcohol or drug usage. Concerns with respect to employee safety, employee health and corporate competitiveness require that A S K Foods, Inc. take an active approach to the resolution of suspected or identified substance abuse situations. In order to protect the safety of its employees, customers and visitors, A S K Foods, Inc. must maintain and enforce rules and regulations. A S K Foods, Inc. will discipline employees for violation of its policy on drugs and alcohol or for other appropriate work-related reasons.

### Scope

Prospective Employees will be tested for the following controlled substances: Marijuana, cocaine, opiates, amphetamines and phencyclidine.

### Testing Conducted

1. Post-Offer/Pre-Employment: Every offer of employment with A S K Foods, Inc. is expressly conditioned upon successfully completing a drug screen. The presence of any controlled substance, except a legally-prescribed and identified drug, and/or efforts to "beat" the test by any method including substitution or altering urine shall disqualify an applicant for employment.

### Testing and Test Results

A S K Foods, Inc. will employ a urine screen for purposes of controlled substance testing. Proper chain of custody will be followed in handling a sample. In all cases, A S K Foods, Inc. and its designated collection sites shall utilize procedures for collecting urine specimens which allow individual privacy, unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided. No test will be performed on any blood or urine sample other than a test to determine the presence of controlled substances or alcohol. A S K Foods, Inc. will not use any such tests to gather medical information about an applicant other than use of or controlled substances as defined in this policy. Written results of the tests will be provided upon request.

A S K Foods, Inc. respects the confidentiality of test results. Only those management personnel with a need to know will be provided access to test information.

### Amendment of Policy

A S K Foods, Inc. reserves the right to alter, abolish or amend this policy and any other term or condition of employment at any time without the consent of its employees. The adoption of this policy and the provision of any benefit hereunder does not create a contract of employment for a specific term nor does it imply any right to continued employment.