



# APPLICATION FOR EMPLOYMENT CERES FOOD GROUP, INC.

5150 N. Northwest Highway, Suite 101  
Chicago, IL 60630-4696  
773.385.6010 (phone)  
773.385.6025 (fax)

**PLEASE PRINT IN INK**

**DATE:** \_\_\_\_\_

<b>Last Name</b>		<b>First Name</b>		<b>Middle Initial</b>
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Home Phone</b>	<b>Work Phone</b>	<b>Cell Phone</b>		<b>Social Security No</b>

**GENERAL INFORMATION**

Are you over 18 years of age? Yes  No

Are you legally eligible for employment in the United States? Yes  No

Have you ever used a different surname, than the surname listed above? Yes  No   
If yes, state name and explain: \_\_\_\_\_

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes  No   
If yes, describe nature of conviction, date, sentence received, sentence served, including date and location, probation or parole officer, and any other facts you wish to provide. \_\_\_\_\_  
\_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Are there any hours, shifts or days you cannot or will not work? Yes  No   
If yes, explain: \_\_\_\_\_

Are you applying for Full Time  or Part Time  employment?

Are you willing to work overtime as required? Yes  No

What position(s) are you applying for? 1) \_\_\_\_\_ 2) \_\_\_\_\_

When can you start? \_\_\_\_\_

What is your salary expectation? \_\_\_\_\_ Per \_\_\_\_\_

Have you ever worked for Ceres Food Group, Inc. in the past? Yes  No   
If yes, provide work location, position held and dates of employment: \_\_\_\_\_

Have you ever worked for or volunteered at any Archdiocese of Chicago or Food Service Professionals facility in the past?  
Yes  No  If yes, provide work location, position held and dates of employment: \_\_\_\_\_

Are you currently employed by or volunteer at any Archdiocese of Chicago or Food Service Professionals facility? Yes  No   
If yes, provide location work, position held and dates of employment: \_\_\_\_\_

**MILITARY SERVICE RECORD**

Have you served in the U.S. Armed Forces? Yes  No  If yes, what branch? \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Description of Duties: \_\_\_\_\_

Did you receive an honorable discharge? Yes  No  Please Explain: \_\_\_\_\_

**EMPLOYMENT HISTORY – Start with most recent employer or volunteer activities. If there were times you were not employed or volunteering, include those dates and describe your principal activities.**

<b>Employer Name</b>		<b>Telephone Number</b>
<b>Address</b>	<b>City</b>	<b>State</b>
<b>Starting Position</b>	<b>Description of Duties – Starting Position</b>	
<b>Starting Salary</b>	<b>Supervisor’s Name – Starting Position</b>	
<b>Ending Position</b>	<b>Description of Duties – Ending Position</b>	
<b>Ending Salary</b>	<b>Supervisor’s Name – Ending Position</b>	
<b>Dates of Employment</b>	<b>Reason for Leaving/Why are you looking to leave?</b>	<b>May we contact this employer?</b>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

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<b>Ending Position</b>	<b>Description of Duties – Ending Position</b>	
<b>Ending Salary</b>	<b>Supervisor’s Name – Ending Position</b>	
<b>Dates of Employment</b>	<b>Reason for Leaving/Why are you looking to leave?</b>	<b>May we contact this employer?</b>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

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		Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>EDUCATIONAL HISTORY</b>			
<b>School Name</b>	<b>Address of School</b>	<b>Major</b>	<b>Diploma/Degree</b>
High School			
College/University			
Graduate Studies			
Other Training/Education			

<b>PROFESSIONAL LICENSES, REGISTRATIONS AND/OR CERTIFICATIONS</b>			
<b>Type</b>	<b>State/City Issued</b>	<b>Expiration Date</b>	<b>Number</b>

<b>APPLICANT'S CERTIFICATION AND AGREEMENT</b>
<p>I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that false statements or material omissions made as a part of this application will disqualify me from further consideration for employment and, if employed, will be grounds for disciplinary action including dismissal. I also understand that any offer of employment is contingent upon the results of a criminal background check (some positions require fingerprinting), reference checks, medical examination and/or drug screen, and drivers' license check (for driving positions). I hereby authorized Ceres Food Group, Inc. to undertake any investigation it deems appropriate in connection with the application, including contact with all prior employers.</p> <p>I understand that employment at Ceres Food Group, Inc is "at will" which means that either I or Ceres Food Group, Inc. can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of Ceres Food Group, Inc. other than the President, has any authority to alter the foregoing.</p> <p>I hereby authorize the investigation of my past and present work, education, character, military, driving and police conviction records to ascertain any and all information, which may be pertinent to my employment qualifications.</p> <p>Signature: _____ Date: _____</p>

<b>EQUAL OPPORTUNITY EMPLOYER STATEMENT</b>
<p>We thank you for completing this Application for Employment.</p> <p>Ceres Food Group, Inc. complies with all laws concerning nondiscrimination in employment. Ceres Food Group, Inc. considers each applicant for employment on the basis of merit, qualifications, experience, and other work-related criteria without regard for race, religion, color, creed, gender, age, national origin, ancestry, disability, political affiliation, citizenship status, sexual orientation, marital status, veteran status, unfavorable discharge from military service, arrest record or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified disabled applicants.</p> <p>Please note that acceptance of this Application for Employment does not constitute a contract of employment nor is it a commitment to the applicant.</p>