



EMPLOYMENT APPLICATION

The Wenger Group welcomes your application for employment. This application will be reviewed and qualifications considered for possible job openings at this time and in the near future.

EQUAL EMPLOYMENT OPPORTUNITY: All individuals considered for employment are evaluated without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Personal Information

Name (First, M.I., Last):		Today's Date:	
Email Address:			
Permanent Address:		City:	State: Zip:
Home Phone:	Cell Phone:	Best Way to Contact (circle one): <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Email	
Can you provide required proof of your eligibility to work?: <i>Applies only if under 18 years old</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			
Are you prevented from lawfully becoming employed in the country because of Visa or Immigration Status? (circle one): <i>Proof of citizenship or immigration status will be required upon employment</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you related to anyone who works for The Wenger Group?: <i>Please provide name and relationship:</i> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever worked for The Wenger Group?: <i>Please list position(s) and dates worked:</i> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a criminal offense that has not been expunged, restricted, or sealed by a judge?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Convicted</i> means you were declared guilty by a judge or you pleaded guilty in court. A conviction may have even taken place if you did not pay a fine or spend time in jail or in prison. A conviction could have been for either a misdemeanor or a felony. Certain traffic offenses rise to the level of a misdemeanor or felony and must be declared; examples include driving under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident, and vehicular homicide. A criminal history investigation is done on each new employee, and employment with the Company is conditional, subject to the findings of a criminal history investigation. Answering yes to this question does not automatically disqualify you for employment; however, information obtained from the investigation will be used in the employment review process.			
If yes, you must disclose for each offense: date, charge, city, state, and disposition (include type of offense (e.g. misdemeanor, felony) and judgement (e.g. guilty, conditional dismissal)).			
Date you can begin work: _____			



Please include all employers you worked for over the past 10 years (if applicable)
Begin with your most recent employer

Employer's Name: _____
Employer's Address: _____
Position: _____ Dates of Employment: _____ to _____
Salary _____ Duties & Responsibilities: _____
Reason for leaving (Be specific) _____
Supervisor: _____ Company Phone: () _____
May we contact this person for a reference? Yes No

Employer's Name: _____
Employer's Address: _____
Position: _____ Dates of Employment: _____ to _____
Salary _____ Duties & Responsibilities: _____
Reason for leaving (Be specific) _____
Supervisor: _____ Company Phone: () _____
May we contact this person for a reference? Yes No

Employer's Name: _____
Employer's Address: _____
Position: _____ Dates of Employment: _____ to _____
Salary _____ Duties & Responsibilities: _____
Reason for leaving (Be specific) _____
Supervisor: _____ Company Phone: () _____
May we contact this person for a reference? Yes No

Employer's Name: _____
Employer's Address: _____
Position: _____ Dates of Employment: _____ to _____
Salary _____ Duties & Responsibilities: _____
Reason for leaving (Be specific) _____
Supervisor: _____ Company Phone: () _____
May we contact this person for a reference? Yes No

Remember to list at least 10 years of employment. Use the back if you need additional space.



Please list below any skills, qualifications or experiences, which you feel would especially qualify you for work with The Wenger Group.

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Education and Training

(Please indicate education or training which you believe qualifies you for the position you are seeking)

	Name of School(s)	City, State	# of Years Completed	Diploma/G.E.D.	Major (if applicable)
High School					
College/ University					
Graduate School					
Technical/ Other					
Certifications, Specialized Training, etc.					

Employment Interests

<p>Type of Work Interests <i>(check as many as applicable):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Feed Truck Driver (CDL Class A) <input type="checkbox"/> Grain Hauler <input type="checkbox"/> Mill Production <input type="checkbox"/> Mill Maintenance <input type="checkbox"/> Truck Service Technician <input type="checkbox"/> Warehouse <input type="checkbox"/> Customer Service <input type="checkbox"/> Professional/Managerial <input type="checkbox"/> Administrative <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ 	<p>Shift Availability <i>(check as many as applicable):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Day – 1st Shift <input type="checkbox"/> Afternoon/Evening – 2nd Shift <input type="checkbox"/> Night – 3rd Shift <input type="checkbox"/> 12 Hour - Dayshift <input type="checkbox"/> 12 Hour - Nightshift <input type="checkbox"/> Weekend <p>Type of Employment <i>(check as many as applicable):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Temporary
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Since The Wenger Group has numerous locations, it would be helpful if you would identify which location(s) you are interested in working. (Note: Please mail all applications to Corporate Office)

<input type="checkbox"/> Corporate Office/All Rheems Area Locations ~ P.O. Box 26, 101 W. Harrisburg Avenue, Rheems, PA 17570	
<ul style="list-style-type: none"> <input type="checkbox"/> Benton Mill ~ 4064 Maple Grove Road, Benton, PA 17814 <input type="checkbox"/> Hempfield Mill ~ 3579 Hempland Road, Lancaster, PA 17601 <input type="checkbox"/> Martinsburg Mill ~ 106 South Railroad Street, Martinsburg, PA 16662 <input type="checkbox"/> Massey Mill ~ 12201 Massey Road, Massey, MD <input type="checkbox"/> Mount Joy Mill ~ 230 S. Market Avenue, Mount Joy, PA <input type="checkbox"/> Muncy Mill ~ 6829 Route 405 Highway, Muncy, PA <input type="checkbox"/> Shippensburg Mill ~ 1122 Mt. Rock Road, Shippensburg, PA 	<ul style="list-style-type: none"> <input type="checkbox"/> Spring Glen Mill ~ Rt 25, Spring Glen, PA (near Gratz) <input type="checkbox"/> Risser Grain ~ 1196 Holtwood Road, Holtwood, PA 17532 <input type="checkbox"/> Risser Grain ~ 1000 Delta Road, Red Lion, PA 17532 <input type="checkbox"/> Risser Grain ~ 440 Beaver Run Road, Turbotville, PA 17772 <input type="checkbox"/> Other _____

Salary/Wage Expectations:

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101 West Harrisburg Ave. P.O. Box 26 Rheems, PA 17570 | www.thewengergroup.com | 1.800.692.6008 | 1.717.367.5913 Fax

How Did You Hear About Us?

- Wenger Website

- Online Employment Ad (which website?)

- Radio (which station?)

- Employee Referral (who?)

- Newspaper Ad (which paper?)



APPLICANT'S STATEMENT

By signing below, I certify that answers given herein are true, complete and accurate 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.

I hereby understand and acknowledge that, if hired, my employment relationship with this organization would be of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time and for any or no reason. 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.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that the Company reserves the right to require me to submit to a drug/alcohol test after a verbal job offer is made, and the satisfactory results are a condition of my employment. It also reserves the right to require me to submit to a medical examination to the extent permitted by law. I authorize the Company to investigate my driving record (for those positions required to drive on company time) and my criminal record. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and other information pertinent to my employment with them. I also authorize the Company to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

The Wenger Group is a completely smoke-free working environment. Due to safety factors specific to the feed mill operation and to overall health concerns, no smoking is permitted inside any Wenger facility.

Date

Signature of Applicant



Additional Employment Application Required for Driving Positions ONLY

License Information

Section §383.21 FMCSR states “No person who operates a commercial motor vehicle shall at any time have more than one driver’s license.” I certify that I do not have more than one motor vehicle license, the information for which is listed below.

State	License No.	Type	Expiration Date

Driving Experience

Class of Equipment	Type of Equipment (Van, Tank, Flat, etc.)	Dates From To	Approx. No. of Miles (total)
Straight Truck			
Tractor and Semi-Trailer			
Tractor – Two Trailers			
Other			

Accident Record for Past 3 Years (Attach Sheet if More Space is Needed)

Date	Nature of Accident (Head-On, Rear-End, Upset, etc.)	Number of Fatalities	Number of Injuries	Chemical Spills
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Convictions for Past 3 Years (Other Than Parking Violations)

Date Convicted (Month/Year)	Violation	State of Violation	Penalty (Forfeited Bond, Collateral, and/or Points)

A: Have you **ever** been denied a license, permit, or privilege to operate a motor vehicle? YES NO

If yes, explain _____

B: Has any license, permit, or privilege **ever** been suspended or revoked? YES NO

If yes, explain _____



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Date

Signature of Applicant



EEO-1 Voluntary Self Identification Form

The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least \$50,000 complete an EEO-1 report each year. Covered employers must invite employees to self-identify gender and race for this report.

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires The Wenger Group to determine this information by visual survey and/or other available information.

NAME: _____

JOB TITLE: _____

DATE COMPLETED: _____

GENDER:

(Please check one of the options below)

Male
 Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

I do not wish to disclose.