

WELCOME TO MCCALL FARMS

GENERAL INSTRUCTIONS TO ALL APPLICANTS

- Complete all information requested on this form. Do not include extraneous or non-responsive information. If a question does not apply to you, write "N/A" in the space provided. If you need additional space to respond, attach a separate sheet including the number of the section to which you are responding.
- If you fail to provide complete information on this application form, or if you provide any false or misleading information here or in any part of the application process, your application will not be considered for employment. If you are employed by McCall Farms, the discovery of omissions, misrepresentations or misleading information in the application process will be cause for termination of employment.
- McCall Farms and its subsidiary companies will provide equal employment opportunities to all applicants without regard to an applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability, or any other status protected by federal or state law. We will provide reasonable accommodations to allow an applicant to participate in the hiring process (e.g., accommodations for a test or job interview) if so requested.
- We appreciate your interest in McCall Farms. Listed below are some guidelines and helpful hints in filling out your application:

Complete the application form in its entirety. Please read all instructions and state aw notifications.

If you have a resume, include it with the application. However, do not use it to substitute completing any part of the application.

Human Resources will review all applications and resumes for active open positions. The applications / resumes will be screened for qualifications and experience then forwarded to the hiring manager for review. Determination will be made for scheduling an interview.

Due to the large volume of applications, we respond only to those candidates we plan to pursue. We ask that you do not call us to follow-up on your application. We will contact you if we are interested in speaking with you. We appreciate your interest in employment with McCall Farms.

EMPLOYMENT APPLICATION

McCall Farms is an Equal Opportunity Employer. It is our policy to provide equal employment opportunities to all qualified persons without discrimination on the basis of an applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability, or any other status protected under state and federal law. This application will remain valid for ninety (90) days. At the end of this period, if you are still interested in employment at McCall Farms, it will be necessary for you to reapply by completing a new application for employment.

Please complete this application in its entirety; incomplete applications will not be considered. Please print or type.

THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR DOES IT GUARANTEE EMPLOYMENT WITH MCCALL FARMS.

Position Applied For	Date of Application	
How Did You Learn About Us?		
<input type="checkbox"/> Recruiting Agency	<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Referral – Name: _____	<input type="checkbox"/> Internet	<input type="checkbox"/> Other (please specify)

Last Name	First Name	Middle Name
Address	City	State Zip
Telephone Number(s)		
Home Number: ()	Cell Number: ()	E-Mail: _____

- Are you at least 18 years of age? Yes No
- Have you filed an application with us before? Yes No
If yes, give date _____
- Have you been employed with us before Yes No
- Are you currently employed? Yes No
- May we contact your current employer? Yes No
- Are you currently on "lay-off" status and subject to recall? Yes No
- Are you eligible to work in the United States for McCall Farms? Yes No
- Will you now or in the future require sponsorship to attain or maintain your employment eligibility? Yes No

Any employment offer is contingent on proof of identity and eligibility to work as required by the Immigration Reform and Control Act of 1986.

On what date would you be available for work? _____

Are you available to work... Full Time Shift Work:
 Part Time Rotating 8 hour
 Temporary Rotating 12 hour
Shift rotation is required

Can you travel if the job requires it? Yes No

CRIMINAL QUESTION

If you are currently residing in CA; CT; HI; IL; MA; OR; WA; Columbia, MO; or Kansas City, MO **the below question should not be answered with a “yes” or “no”** but instead with “I currently reside in CA; CT; HI; IL; MA; OR; WA; Columbia, MO; or Kansas City, MO and therefore am not required to answer the question on this application and for that reason am checking this box.”

In responding to the questions below, applicants are not required to disclose the existence of any conviction which has been annulled, erased, sealed, expunged, or otherwise eradicated by state or court order. If your criminal records have been erased or expunged in accordance with state or federal law, you are deemed to have never been arrested with respect to those proceedings.

CA applicants: Under California law, an employer is prohibited from making written, pre-employment inquiries of an applicant about his or her criminal history. Applicants are not required to disclose misdemeanor convictions involving marijuana or controlled substances as described in CA Labor Code § 432.8 that are more than two years old, and misdemeanor convictions for which probation has been successfully completed or discharged and that have been judicially dismissed. Applicants are not required to disclose any juvenile criminal history.

CA (San Francisco applicants): Applicants are not required to disclose felonies or misdemeanor convictions that are older than seven (7) years from the date of sentencing. Employers are prohibited from inquiring about convictions that arose out of conduct that has been decriminalized since the date of sentencing, including convictions related to the use or growing of marijuana.

CT applicants: Applicants are not required to disclose any conviction that has been erased pursuant to § 46(b)-146, 54-76(o) or 54-142(a) of the CT General Statutes. Criminal records subject to erasure are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

GA applicants: Applicants may exclude convictions discharged under Georgia’s First Offender Programs.

MA 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 question seeking criminal record information at this time.** After the application stage, applicants may omit from disclosing (i) an arrest for which no conviction resulted; or (ii) a first conviction for drunkenness, simple assault, speeding, affray, minor traffic violations, or disturbances of the peace. Applicants are also only required to disclose misdemeanor convictions occurring within five three (3) years preceding the date of this application, unless the applicant has been convicted of any offense within the past three (3) years. An applicant for employment with a record expunged pursuant to section 100F, section 100G, section 100H or section 100K of chapter 276 may answer ‘no record’ to an inquiry herein relative to prior arrests, criminal court appearances, juvenile court appearances, adjudications or convictions.

NV applicants: Applicants are not required to disclose misdemeanor convictions older than 10 years.

NY applicants: Applicants for job positions may exclude an adjudication as a youthful offender.

OH applicants: Applicants with a conviction for a minor misdemeanor violation involving marijuana does not constitute a criminal record and does not need to be reported by the person so convicted in responding to the questions on this application.

PA (Philadelphia applicants): Applicants should not disclose any juvenile convictions.

WA applicants: Applicants are not required to disclose felony or misdemeanor convictions older than 10 years.

Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "yes" even if the matter was later dismissed. If you answer "yes," you must provide dates of proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case (s).

Yes No **If yes, please explain** **I currently reside in CA; CT; HI; IL; MA; OR; WA; Columbia, MO; or Kansas City, MO and therefore am not required to answer the question on this application and for that reason am checking this box.**

A "yes" answer to this question will not necessarily result in denial of employment. Ahlstrom will consider all the circumstances, including the date and nature of the events which have led to the actions described above. Your written explanation will assist Ahlstrom in determining your eligibility, qualifications, and suitability for employment. Attach additional sheets if necessary.

Education

	Name and Location (city and state) of School	Course of Study	Number of Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate or Professional				
Other				

Employment Experience

Start with your last or present job. Include any job-related military service assignments and volunteer activities. You may attach a resume as a supplement, but the resume cannot be used as a substitute for completion of this application.

Employer		Dates Employed		Duties
		From	To	
Address				Reason for Leaving
Telephone Number(s)		Hourly Rate/Salary		Other Compensation
		Starting	Final	
Job Title	Supervisor			
Employer		Dates Employed		Duties
Address		From	To	Reason for Leaving
Telephone Number(s)		Hourly Rate/Salary		Other Compensation
		Starting	Final	
Job Title	Supervisor			
Employer		Dates Employed		Duties
Address		From	To	Reason for Leaving

If you need additional space, please continue on a separate piece of paper.

Describe any specialized training, co-op / intern experience, or awards received.

Describe any job-related training received in the United States.

List below any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal age, color, disability, national origin, race, religion, sex or other legally protected status.

Have you ever been discharged from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior were pending? If you answer yes, you must provide the date of termination of employment, the name, address, and telephone number of the employer(s), and a statement of the alleged reasons for termination.

Yes No If yes, please explain

Have you ever been warned, disciplined, or discharged from any job for sexual harassment, fighting, assault, or related offenses, or for violating any safety rules?

Yes No If yes, please explain

Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing or other regulatory body or by your current or any previous employer? If you answer "yes," you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

Yes No If yes, please explain



Other Qualifications:
Summarize critical job-related skills and qualifications possessed that relate to the current position opening.

Specialized Software Skills

Skill	Level of Ability (indicate with "X")			
	Used? (yes/no)	Low	Medium	High
Microsoft Word				
Microsoft Excel				
Microsoft PowerPoint				
Lotus Notes				
AS 400 Programming				
HRIS				
Intranet use and programming				

References

1. _____ (_____) _____
 Name Phone No.

 Address

2. _____ (_____) _____
 Name Phone No.

 Address

3. _____ (_____) _____
 Name Phone No.

 Address

Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING AND YOU UNDERSTAND THE JOB REQUIREMENTS.

Are you capable of performing the essential functions of the job for which you are applying, with or without a reasonable accommodation? ___ Yes ___ No



Applicant's Statement

I certify that the information set forth in this application is true and complete. I understand that any falsification, misrepresentation, or omission of facts on this application, my resume, or on any document used in the hiring process will be cause for denial of employment or immediate termination of employment, regardless of when or by who discovered.

I authorize McCall Farms to investigate all statements contained in this application for any employment-related purpose. Specifically, I authorize McCall Farms to contact the listed references and former employers, and I authorize the listed references and former employers to provide you with any and all applicable information they may have. I hereby release the references and former employers from any liability for any information they may give to you.

I UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WITH MCCALL FARMS WILL BE AT-WILL, MEANING THAT EITHER I OR MCCALL FARMS MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON. I understand that no representative of McCall Farms other than the President of the company is authorized to make any assurance or promise to me of continued employment, and then only in a written agreement signed by the President.

FOR MARYLAND APPLICANTS: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

FOR MASSACHUSETTS APPLICANTS: IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

I understand that any employment offer is contingent upon my successfully completing a drug screen.

Signature of Applicant

Date

FOR HUMAN RESOURCES USE ONLY

Arrange Interview: ____ Yes ____ No _____ Interviewer _____ Date

Remarks _____

Employed: ____ Yes ____ No Date of Employment: _____

Job Title: _____ Department: _____

NOTES



POLICY/PROCEDURE TITLE:	Company Policy	POLICY/PROCEDURE NUMBER:
Drug and Alcohol Policy Guide	EFFECTIVE DATE: 21Oct2015	MCF-CP-002 version 1.0
	SUPERCEDES: N/A	Page 14 of 20

Authorization Form B

Consent for Drug Testing

I consent to undergo a urine drug test to be undertaken by a qualified collector & urine drug screener and/or an accredited laboratory appointed by McCall Farms.

I will advise qualified collector of any medication usage. I agree to provide the collector with verification of my identity. I also agree to provide a current prescription from my physician if necessary.

I UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WITH MCCALL FARMS WILL BE AT-WILL, MEANING THAT EITHER I OR MCCALL FARMS MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON. I understand that no representative of McCall Farms other than the President of the company is authorized to make any assurance or promise to me of continued employment, and then only in a written agreement signed by the President.

I consent to the confidential communication of the drug test(s) results to McCall Farms.

Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that refusing to sign this form, or the return of a positive result, means that:

- Pre-employment:** the job offer will be withdrawn.
- Current employee:** the company disciplinary procedure will follow which will include termination of employment.

I have read and understand the terms of this consent form and certify that the sample provided is my own.

Applicant/ Employee Name: _____

Applicant/ Employee Signature: _____ Date: _____

Witness Name:

Witness Signature: _____ Date: _____



Voluntary Self Identification Form

McCall Farms is an Equal Opportunity Employer. Applicants are considered without regard to age, color, disability, national origin, race, religion, sex, or any other status protected under state and federal law. This detachable section of our application is used to provide each applicant the opportunity to furnish information voluntarily. All information provided is used for recordkeeping purposes only and is kept in a confidential file separate from the application and personnel files. A decision to withhold such information does not affect your candidacy for employment.

Name: _____
Last First Middle

Date: _____

Position Applied For: _____

Please check the appropriate response:

Gender: Female Male I do not wish to furnish this information

Race / Ethnicity: Please respond to the following questions:

1. Are you Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)? Yes _____ or No
2. Do you identify with two or more races (Not Hispanic or Latino) as defined below? Yes or No
3. If you are indicated that you are not Hispanic and do not identify as two or more races, please select the appropriate race/ethnicity designations below.
 - WHITE (Not of Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
 - BLACK or AFRICAN AMERICAN (Not of Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
 - Native Hawaiian or Other 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.
 - AMERICAN INDIAN or ALASKAN 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 maintain tribal affiliation or community attachment.
 - I Do Not Wish to Self-Identify