



Name of Applicant _____

Employment Application

Hicks Orchard is the oldest U-Pick orchard in New York. **Our mission is: we grow food to build community.** Any potential employee is expected to contribute positively to our mission and our family-oriented atmosphere in appearance, attitude and interactions with the public and fellow employees. We endeavor to be the employer of choice in our region, even for short term, seasonal work. **You may want to skip to the last page and read more about our expectations before completing this application.**

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Do you know anyone at this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Who?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain: _____		

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Name of Applicant _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

What did you enjoy most about the job?

What did you like least?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

What did you enjoy most about the job?

What did you like least?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

What did you enjoy most about the job?

What did you like least?

Name of Applicant _____

References

Please list three professional references. If this is your first job, list teacher, church, or volunteer references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Emergency Contact

Full Name: _____ Relationship: _____

Work Tel.: _____ Cell: _____

Are there any kinds of work you cannot do? (lifting, climbing a ladder, etc.)

Do you prefer full or part time work:

Which position available would be your first choice:

Which position would be your second choice:

We are open 7 days a week from 9am till 7pm. Work hours may extend beyond those hours, especially on weekends. **Please specify below which hours you are available to work....be specific.**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
IN							
OUT							

Please tell us 3 positive things about YOU!

- 1.
- 2.
- 3.

Please tell us about any special skills you might have (tractor experience, kitchen skills, working with children, etc):

PLEASE READ BEFORE SIGNING

All positions at Hicks Orchard and our cidery, Slyboro Ciderhouse, require public interaction. All applicants must be willing to work hard, smile and greet customers, answer questions, and be aware of guest safety.

We use the **S.H.A.R.E.** acronym below to help interview and evaluate applicants:

SELL Can you influence others positively? From selling products to customers, to helping fellow employees learn and grow. Do people respond favorably to your behavior, comments and appearance so you can do your job with ease and be effective?

HONESTY Do you convey trust and honesty to everyone around you, both guests/customers and co-workers? During the short but intense apple season, we must work closely and must depend on each other.

ACTIVITY Our motto is, “stay in motion.” Working on a farm is necessarily physical work. Keeping a smile can be a challenge at times. Do you have the necessary physical and mental energy to complete a 6-, 7-, or 8-hour shift where you are on your feet, lifting and moving objects, and do it with a smile? Do you have curiosity to learn about the products we sell and the history of our orchard? Are you proactive or do you tend to be reactive and always catching up?

REASONS We try to manage with reason vs. rules so we can all learn, grow and know "why" we do things. Do you ignore reasons and just "do what you want?" Are you open to learning how we do things and why, even if you have "your own way?"

EXTERNALS The impact of our family, friends and extracurricular activities can be positive or negative on our work. Everyone has times when things at home or in our personal lives can be chaotic and unpleasant. When you clock in, are you able to leave your personal problems at the door and act professionally and keep a smile?

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that drugs and drug use is not discussed, joked about, or celebrated at Hicks Orchard. Hicks Orchard -- and Slyboro Ciderhouse -- is a sober place to work. I understand that, if hired, I am expected to come to work sober, clean and fresh both in body and in spirit.

Signature: _____ Date: _____

For Internal Use	
Schedule for Interview Y/N	Date of Interview:
Name of Interviewer:	
Comments:	
Background Check Completed Y/N	Date Completed:
Hiring Offer Made: Y/N	Date: Job Position:
If declined, reason:	
Federal and State Forms Completed: <input type="checkbox"/> IT-203; <input type="checkbox"/> W-2; <input type="checkbox"/> I-9	
Payroll Forms Complete: <input type="checkbox"/>	Timeclock Code Given: <input type="checkbox"/>
Employee Manual Signed <input type="checkbox"/>	Date:
Start Date:	Trainer: