

DATE: _____

LUEPTOW'S INC.

Frank's County Market (Elkhorn, East Troy, & Jefferson), Frank's Liquor (Elkhorn), Save-A-Lot (Ripon), and Steve's Liquor (Ripon)

APPLICATION FORM

An Equal Opportunity Employer

PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)

ADDRESS: _____
(Number & Street) (City) (State) (Zip)

How long have you lived at this address?: _____
(years & months)

Telephone Number: _____ Cell Phone Number: _____

Emergency Phone Number: _____ Emergency Cell Phone #: _____

AVAILABILITY

(We are open all hours- please indicate am. or p.m.)

| Availability | SUN | MON | TUES | WED | THUR | FRI | SAT |
|--------------|-----|-----|------|-----|------|-----|-----|
| From | | | | | | | |
| To | | | | | | | |

ABLE TO WORK HOLIDAYS? Yes No

Applying For Full Time Part Time No. of Hours Desired _____

Do you know of any restrictions, personal or otherwise, which would restrict the hours you can work? Yes No

If yes, explain: _____

If hired, do you have reliable transportation to travel to and from work? _____

Date you can begin work: _____ Kind of work desired: _____

Salary desired: _____ per hour per week

If you have done this kind of work before, briefly describe your duties: _____

How did you hear about employment opportunities with us? _____

Are you at least 18 years of age? Yes No If not, date of birth: _____ AGE: _____

Are you legally allowed to work in the USA? Yes No

Have you ever been convicted of a crime? Yes No

If yes, please explain: _____

A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

Have you previously applied Yes No or been interviewed in the last year? Yes No

Have you worked for Lueptow's Inc. before? Yes No If yes, when? _____

Location: _____ Position Held: _____ Reason left: _____

State name(s) of any relative(s) in our employ and your relationship to them: _____

IMPORTANT:

Please list **ALL** present and previous employment, including part-time and summer employment. Please list in order of last or current employ first. Account for any gaps in your employment. Attach additional sheet(s) if needed.

EMPLOYMENT HISTORY:

Company Name: _____ Type of Business: _____

Address: _____ Phone No. _____

Starting Date: _____ Starting Duties: _____ Starting Earnings: _____

Leaving Date: _____ Leaving Duties: _____ Leaving Earnings: _____

Reason for Leaving: _____

Last immediate supervisor's name and title: _____

Company Name: _____ Type of Business: _____

Address: _____ Phone No. _____

Starting Date: _____ Starting Duties: _____ Starting Earnings: _____

Leaving Date: _____ Leaving Duties: _____ Leaving Earnings: _____

Reason for Leaving: _____

Last immediate supervisor's name and title: _____

Company Name: _____ Type of Business: _____

Address: _____ Phone No. _____

Starting Date: _____ Starting Duties: _____ Starting Earnings: _____

Leaving Date: _____ Leaving Duties: _____ Leaving Earnings: _____

Reason for Leaving: _____

Last immediate supervisor's name and title: _____

May we contact your Present employer? Yes No

May we contact your Past employers? Yes No

REFERENCES

(Other than relative or former employers.)

| Name | Address | Phone | Business or Occupation |
|------|---------|-------|------------------------|
| | | | |
| | | | |
| | | | |

EDUCATION

School: _____ Address of School: _____

Course of Study: _____ Number of Years Completed: _____

Did you graduate? _____ Diploma or Degree Received: _____

Only **clearly job-related education** is considered when a hiring decision is made.

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience: _____

Why have you left, or are planning to leave your present job? _____

FORM I-9

Lueptow's Inc. is required by Federal Law to submit a complete Form 1-9 for **all new employees** within **THREE** days of hire. This form is part of the Immigration Reform & Control Act of 1986 and verifies an individual's identity and eligibility to work. If hired, you will need to provide us with **either** one document from List A, **or** one document from List B **and** one document from List C.

List A

Documents that Establish Identity and Employment Eligibility

- 1. United States Passport
- 2. Certificate of United States Citizenship
- 3. Certificate of Naturalization
- 4. Unexpired foreign passport with attached Employment Authorization
- 5. Alien Registration Card with photograph

List B

Documents that Establish Identity

- 1. A State-issued driver's license or a State-issued ID card with a photograph, or information including name, sex, date of birth, height, weight, and color of eyes.
- 2. U.S. Military Card
- 3. Other document establishing identity; i.e., school ID card, sheriff's ID, work permit

List C

Documents that Establish Employment Eligibility

- 1. Original Social Security Number Card (*other than a card stating it is not valid for employment*)
- 2. A birth certificate issued by the State, county, or municipal authority bearing a seal or other certification.
- 3. Unexpired INS Employment Authorization Specify form.

WORK PERMITS

We are required to obtain a work permit from all employees under 18 **before they may begin work**. If you are under 18 and are hired, you will need to obtain a Work Permit Request from us, a letter from a parent or guardian acknowledging the job and requesting the issuance of the work permit, a copy of your birth certificate and a Social Security card. Generally, work permits are issued at the school the minor is attending.

Lueptows Inc. will pay the Work Permit fee, if there is one.

PRE-EMPLOYMENT STATEMENT (Please read carefully and sign the statement below.)

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or, if employed, termination from employment.
2. I understand that after an offer of employment is made, but prior to starting work, I may be required to undergo and successfully pass a screening for drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Lueptow's Inc. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to Lueptow's Inc.
3. In processing my application for employment, the company may verify all the information provided by me, or may procure or have prepared a consumer or an investigative consumer report for this purpose concerning my prior employment, military record, education, character, general reputation, personal characteristics, and criminal record. I understand that upon written request to the company, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation.
4. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
5. In consideration of my employment, I agree to comply with the policies and procedures of the company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the company or myself.

Signature

Date

Return your application form to:

Frank's County Market
58 A Market Street
Elkhorn, WI 53121

Frank's County Market
1525 S. Hwy 26
Jefferson, WI 53549

Save-A-Lot
111 East Fond du Lac Street
Ripon, WI 54971-1569

Frank's Liquor
c/o Frank's County Market
58 A Market Street
Elkhorn, WI 53121

Frank's County Market
3238 Main Street
Box 882
East Troy, WI 53120

Steve's Liquor
c/o Save-A-Lot
111 East Fond du Lac Street
Ripon, WI 54971-1569