

# Lueptow's Inc.

Frank's County Market (Elkhorn & Jefferson), 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 and months)

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_ Emergency Cell Phone: \_\_\_\_\_

## **AVAILABILITY**

(We are open all hours – please indicate am or pm)

Availability	Sun	Mon	Tue	Wed	Thu	Fri	Sat
From							
To							

Are you able to work Holidays?  Yes  No

Applying for  Full Time  Part Time Number of Hours Desired \_\_\_\_\_

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

If yes, explain: \_\_\_\_\_

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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 you duties: \_\_\_\_\_

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How did you hear about employment with us? \_\_\_\_\_

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

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

## REFERENCES

(Other than relatives or former employers)

Name Address Phone Business or Occupation

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## 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:

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

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## FORM I-9

Lueptow's Inc. is required by Federal Law to submit a complete Form I-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	List B	List C
Documents that Establish Identity and Employment Eligibility	Documents that Establish Identity	Documents that Establish Employment Eligibility
<input type="checkbox"/> 1. United States Passport	<input type="checkbox"/> 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	<input type="checkbox"/> 1. Original Social Security Number Card (other than a card stating it is not valid for employment)
<input type="checkbox"/> 2. Certificate of United States Citizenship	<input type="checkbox"/> 2. U.S. Military Card	<input type="checkbox"/> 2. A birth certificate issued by the State, County, or Municipal Authority bearing a seal or other certification
<input type="checkbox"/> 3. Certificate of Naturalization	<input type="checkbox"/> 3. Other document establishing identity: i.e., school ID card, sheriff's ID, work permit	<input type="checkbox"/> 3. Unexpired INS Employment Authorization Specify form
<input type="checkbox"/> 4. Unexpired foreign passport with attached Employment Authorization		
<input type="checkbox"/> 5. Alien Registration Card with photograph		

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 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

### Work Permits

We are required to obtain a work permit from all employees under 18 **before they 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 from 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 Lueptows, 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 individual 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.

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**Signature**

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**Date**

Return your application form to:

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

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

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

Save-A-Lot  
111 E Fond du Lac St  
Ripon, WI 54971-1569

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