# Introduction

## Disclaimer

*The template is not a legal document and is provided for educational purposes only. Farms are individually responsible for determining whether the template meets compliance requirements of their applicable local, state, or federal laws and regulations. National Milk Producers Federation and the National Dairy FARM Program are not responsible for the content of this template, and under no circumstances shall we have any liability to you for any loss or damage of any kind as a result of the use of the template or reliance on any information provided in the template. Once downloaded by an organization or an individual, this template and their content become the sole property and responsibility of the organization or individual.*

## INSTRUCTIONS

The following template should be tailored by the individual farm to best suit the operation’s needs. Users should replace the highlighted text with the appropriate information.

It is important to note that employers cannot discriminate against an individual for a temporary work authorization that does not require employer sponsorship. However, in general, employers are permitted to ask about whether an individual currently or will need employer-sponsored work authorization. See the following resource: [*https://www.laboremploymentperspectives.com/2012/08/30/employment-authorization-ask-but-ask-carefully-part-2/*](https://www.laboremploymentperspectives.com/2012/08/30/employment-authorization-ask-but-ask-carefully-part-2/)

Additionally, many of the top dairy-producing states are ‘ban the box’ states where you cannot ask an applicant a yes/no question about criminal history on a job application. Farms should check with a licensed attorney in their state before adding such a question to their job application form.

If conducting a background check, a background check authorization form must be included as a separate signed document. State laws vary in the type of disclosures that you must give individuals when conducting a background check. Consult with a licensed attorney and/or ask the company that you use for background checks to give you a form and disclosure documents specific to your state(s).

# job application - long

Thank you for your interest in applying for a job at [FARM NAME]. Please complete the following application completely and truthfully. You may also attach a resume if you desire. Any person found to have intentionally misrepresented or omitted any material fact in this application will automatically be disqualified from further consideration of employment.

## PERSONAL INFORMATION

|  |  |
| --- | --- |
| First Name: | Last Name: |
| Address: | Date of Application: |
| Phone Number: | Email Address: |

ARE YOU INTERESTED IN: □ Part time □ Full Time □ Temporary □ Seasonal

## DAYS AND HOURS AVAILABLE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MON** | **TUE** | **WED** | **THUR** | **FRI** | **SAT** | **SUN** |
| From | From | From | From | From | From | From |
| To | To | To | To | To | To | To |

Are you authorized to work lawfully in the United States for [FARM NAME]? □ Yes / □ No

Will you now or in the future require [FARM NAME] to commence (“SPONSOR”) an immigration case in order to employ you (for example H-1B or other employment-based immigration case)? This is sometimes called “sponsorship” for an employment-based visa status. □ Yes / □ No

Do you authorize [FARM NAME] to contact your references? □ Yes / □ No

If selected for employment, will you consent to a background check? □ Yes / □ No

## JOB INFORMATION

|  |  |
| --- | --- |
| Position applying for (if known): |  |
| Available start date: |  |
| How did you learn about this position? |  |
| Desired pay: |  |
| Desired hours: |  |

## INTERESTS & EXPERIENCE

*Why are you interested in working on a dairy farm?*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Do you belong to any organizations, clubs, or groups relevant to this job?*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO YOU HAVE A VALID DRIVER’S LICENSE? □ Yes / □ No

DO YOU HAVE A VALID COMMERCIAL DRIVER’S LICENSE? □ Yes / □ No

*If yes, class:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARE ANY OF YOUR DRIVER LICENSES SUBJECT TO ANY CONDITIONS? □ Yes / □ No

*If yes, please explain:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## PLEASE CIRCLE EACH ONE OF THE FOLLOWING IN WHICH YOU HAVE EXPERIENCE:

**Milking Equipment Maintenance:** Vacuum pumps / Refrigerant Levels / Pulsators / Milk lines / Milk Hoses / Wash cycles / Hydraulics

**Field Work:** Hand Line Irrigator / Pivots / Wheel line

**Milk Parlor:** Milker (Herringbone / Parallel / Rotary) / Pusher

**Herdsman/Maternity/ Hospital:** Meat Withhold Periods / IV treatments / Artificial Insemination / Heat Detection / Foot Health / Body Condition Scoring / Mastitis Prevention / Mastitis Treatment

**Programs:** DHI plus / Dairy Comp / Dairy Quest

**Vehicle Operation:** Manual Transmission / Manure Truck / Side Dump Trailer / Belly Dump Trailer Feed Truck / Front End Loader / Bobcat / Scraper Tractors / Swather / Hay Rake/Merger / Hay Bailer

**General Maintenance:** Machinist / Mechanic / Welder **/** Carpenter / Electrician / Plumber

## LIST YOUR QUALIFICATIONS FOR THE JOB. USE THE JOB DESCRIPTION AS A REFERENCE FOR WHAT THE POSITION REQUIRES.

|  |  |
| --- | --- |
| Education or Training: |  |
| Licenses / Certificates: |  |
| Other: |  |

## EMPLOYMENT HISTORY

*Please list your last three jobs.*

|  |  |
| --- | --- |
| *Employer:* | *Dates Employed* |
| *Address:* | *Telephone Number:* |
| *Job Title & Work Preformed:* | *Supervisor’s Name:* |
| *Reasons for Leaving:* | |

|  |  |
| --- | --- |
| *Employer:* | *Dates Employed* |
| *Address:* | *Telephone Number:* |
| *Job Title & Work Preformed:* | *Supervisor’s Name:* |
| *Reasons for Leaving:* | |

|  |  |
| --- | --- |
| *Employer:* | *Dates Employed* |
| *Address:* | *Telephone Number:* |
| *Job Title & Work Preformed:* | *Supervisor’s Name:* |
| *Reasons for Leaving:* | |

## REFERENCES

Please provide three work-related references that can talk about your qualifications and employment history. Do not list family members.

|  |  |  |
| --- | --- | --- |
| Name | Phone Number | Relationship |
|  |  |  |
|  |  |  |
|  |  |  |

## ADDITIONAL COMMENTS

Please provide any additional information relevant to your application.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*All qualified applicants will receive consideration for employment without discrimination based on age, sex, national origin or any other protected classification.*