# 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.*

## Instruction

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.

# Job Application Form - Short

Thank you for your interest in applying for a job at [FARM NAME].Please complete the following application completely and truthfully.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Information** | | | | |
| First Name: | | | Last Name: | |
| Address: | | | Date of Application: | |
| Phone Number: | | | Email Address: | |
| Are you authorized to work lawfully in the United States? □ YES □ NO | | | Do you authorize this farm to contact your references?  □ YES □ NO | |
| **Job Information** | | | | |
| Position applying for (if known): |  | | | |
| Available start date: |  | | | |
| Desired pay: |  | | | |
| **Qualifications** | | | | |
| Education or Training: |  | | | |
| Licenses / Certificates: |  | | | |
| Other: |  | | | |
| **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** |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |

*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.