

# River City Produce Company, Inc.

1616 S. Laredo Street San Antonio, TX 78207 Telephone: (210) 271-0164 Fax: (210) 271-7230

## APPLICANT'S STATEMENT (READ CAREFULLY BEFORE SIGNING)

I acknowledge that all of the information provided by me in this application is true and complete, and I understand that any misstatement, falsification, or omission of information in this application, in my resume or other attached documents and any other supplemental information provided by me is grounds for refusal to hire, or if hired, termination regardless of when found.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application. I release all such parties from all liability from any damages which may result from furnishing such information to you. Pursuant to the requirements of the Fair Credit Reporting Act, I have been notified that a consumer report may be made in connection with my application for employment or at any time after employment. If I am denied employment, either wholly or partly because of information contained in a consumer report, I have been notified I am entitled to receive a copy of the report used to deny employment. I authorize River City Produce Company, Inc. to conduct an investigative consumer report on me.

I further acknowledge that if I am employed, my employment will be at-will, and may be terminated with or without cause at any time by me or by the employer. I understand that my employment relationship with River City Produce Company, Inc. may be modified *at* any time without notice or cause and based on the needs of the organization, the following may be made mandatory: overtime, a rotating work schedule, or a change in the hours worked on a daily basis. I also understand that this employment application in no way constitutes an employment contract or agreement.

I agree to conform to the rules and regulations of River City Produce Company, Inc. and also agree that my employment and compensation can be modified or terminated with or without cause, and with or without notice, at any time, at the option of either River City Produce Company, Inc. or myself. I further understand that although my employment is at-will, only the President has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to foregoing, either prior to commencement of employment or after I have been employed. If terminated, River City Produce Company, Inc. is only liable for wages or salary earned as of the hours worked and/or the date of termination.

Driver applicants only: In accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I of the Public Law 104-208), I understand that reports verifying my previous employment, previous drug and alcohol test results, and my driving record may be obtained for employment purposes. These reports are required by §382.413, §391.23, §391.25 of the Federal Motor Carrier Safety Regulations.

I have read and understand the above Applicant's Statement.

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

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DATE: / /

## APPLICATION FOR EMPLOYMENT

### Applicant Information

**IF YOU ARE HIRED YOU WILL BE REQUIRED TO PROVIDE PROOF THAT YOU ARE LEGALLY PERMITTED TO WORK IN THE UNITED STATES OR THAT YOU ARE A UNITED STATES CITIZEN.**

LAST NAME FIRST NAME MIDDLE INITIAL

ADDRESS APT # CITY STATE ZIP CODE

SOCIAL SECURITY # DATE AVAILABLE \$ DESIRED SALARY HOME PHONE # CELL PHONE #

HAVE YOU WORKED FOR RIVER CITY PRODUCE COMPANY, INC. BEFORE? Yes \_\_\_\_\_ When? \_\_\_\_\_ No \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY OFFENSE? Yes \_\_\_\_\_ No \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_ PLEASE EXPLAIN IF "Yes" \_\_\_\_\_

*(Answering "yes" to this question may not necessarily disqualify you from employment with our company.)*

SHIFT AVAILABLE TO WORK

PLEASE CIRCLE ALL DAYS AVAILABLE TO WORK

- ANY SHIFT  
 MORNING (5:00AM-3:00PM)  
 EVENING (10:00AM -CLOSE)

- ANY DAY  
MON - TUES - WEDS - THURS - FRIDAY  
SAT - SUN ONLY

DO YOU HAVE ANY RESPONSIBILITIES THAT LIMIT YOUR AVAILABILITY FOR WORK? \_\_\_\_\_

### Position Applying For

- |   |                                      |                                     |                                      |
|---|--------------------------------------|-------------------------------------|--------------------------------------|
| <b>WAREHOUSE:</b>                       | <b>DELIVERY DRIVER:</b>              | <b>OFFICE:</b>                      | <b>STATUS PREFERRED:</b>             |
| <input type="checkbox"/> FORKLIFT       | <input type="checkbox"/> CLASS A CDL | <input type="checkbox"/> SALES      | <input type="checkbox"/> FULL - TIME |
| <input type="checkbox"/> REPACKER       | <input type="checkbox"/> CLASS B CDL | <input type="checkbox"/> CLERICAL   | <input type="checkbox"/> PART - TIME |
| <input type="checkbox"/> ORDER SELECTOR | <input type="checkbox"/> CLASS C     | <input type="checkbox"/> ACCOUNTING | <input type="checkbox"/> TEMPORARY   |
| <input type="checkbox"/> TRUCK UNLOADER |                                      |                                     |                                      |

#### PHYSICAL REQUIREMENTS FOR WAREHOUSE & DRIVER POSITIONS:

- Able to lift up to 100 lbs.
- Able to work in cold environment (at least 56°F)
- Able to stand on feet for at least 8-10 hours at a time (drivers for limited periods of time)
- Able to bend, reach and lift with limited restriction
- Able to interact with other team members within a warehouse environment
- Drivers must be able to interact with and provide exceptional customer service to River City Produce customers
- CDL applicants must meet all DOT requirements - must provide proof of medical card
- CDL applicants must have at least 1 year on the road experience and be able to drive a manual transmission vehicle

#### WAREHOUSE APPLICANTS:

ARE YOU ABLE TO MEET THE PHYSICAL REQUIREMENTS AS STATED ABOVE? Yes \_\_\_\_\_ No \_\_\_\_\_

#### DRIVER APPLICANTS ONLY:

DRIVERS LICENSE # EXPIRATION DATE HAVE YOU HAD YOUR LICENSE REVOKED OR SUSPENDED?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Why? \_\_\_\_\_

**Education**

CIRCLE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

NAME OF LAST SCHOOL ATTENDED: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

THE LAST YEAR YOU ATTENDED SCHOOL: 19\_\_\_\_ 20\_\_\_\_

DO YOU SPEAK ENGLISH? \_\_\_\_\_ READ ENGLISH? \_\_\_\_\_ WRITE ENGLISH? \_\_\_\_\_

**OTHER SKILLS:**

Computer skills \_\_\_\_\_ Cashiering \_\_\_\_\_ 10-key \_\_\_\_\_ Keyboarding \_\_\_\_\_

Pallet Jack \_\_\_\_\_ Forklift \_\_\_\_\_ Bilingual \_\_\_\_\_

**Previous Work Experience**

**BEGIN WITH MOST RECENT EMPLOYER – PROVIDE LAST 7 YEARS OF EMPLOYMENT**

COMPANY NAME	CITY / STATE
TELEPHONE	SUPERVISOR'S NAME
POSITION _____	
JOB DUTIES _____	
REASON/S FOR LEAVING _____	
DATES EMPLOYED: FROM: MONTH _____ YEAR _____ TO MONTH _____ YEAR _____	
SALARY / WAGES: STARTING PAY: \$ _____ PER _____ ENDING PAY: \$ _____ PER _____	
COMPANY NAME	CITY / STATE
TELEPHONE	SUPERVISOR'S NAME
POSITION _____	
JOB DUTIES _____	
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JOB DUTIES _____	
REASON/S FOR LEAVING _____	
DATES EMPLOYED: FROM: MONTH _____ YEAR _____ TO MONTH _____ YEAR _____	
SALARY / WAGES: STARTING PAY: \$ _____ PER _____ ENDING PAY: \$ _____ PER _____	

**LIST EMPLOYMENT REFERENCES – DO NOT LIST FRIENDS AND RELATIVES**

**NAME:** \_\_\_\_\_  
**CURRENT TITLE:** \_\_\_\_\_  
**COMPANY NAME:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
**CURRENT TITLE:** \_\_\_\_\_  
**COMPANY NAME:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
**CURRENT TITLE:** \_\_\_\_\_  
**COMPANY NAME:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**HOW DID YOU HEAR ABOUT OUR COMPANY?**

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> WALK IN   | <input type="checkbox"/> TEXAS WORKFORCE / ALAMO WORKSOURCE |
| <input type="checkbox"/> WEBSITE   | <input type="checkbox"/> FRIEND _____                       |
| <input type="checkbox"/> NEWSPAPER |   |

**Thank you for your interest in River City Produce Company, Inc.!**

**Your application will be reviewed within 1 week of the date you applied. Applications will be reviewed for qualifications and experience as they relate to the positions we are hiring for.**

**If you do not hear from our office within 15 business days from the date of this application, the position may have been filled with another applicant.**

**We keep all applications for 6 months and may contact you in the future should another position become available.  
Please feel free to apply at any time.**

## DISCLOSURE/RELEASE FORM TO OBTAIN A CONSUMER BACKGROUND REPORT

Thank you for your recent interest in employment with River City Produce Company, Inc. As part of the application process, we may obtain a consumer background report.

By providing your signature below, you are consenting to the procurement of a consumer background report. If you are denied employment, either wholly or partly, due to information released in the consumer report, you will be provided with a copy of the consumer report as well as a summary of your rights under the Fair Credit Reporting Act. You will also be given information on the reporting agency used in making the report.

A photocopy of this authorization shall be as effective as the original. This authorization will remain in force until I specifically revoke it in writing. Accordingly, River City Produce Company, Inc. may obtain consumer reports not only at hire, but any time during my employment.

Applicant Signature: \_\_\_\_\_

Applicant Social Security Number: \_\_\_\_\_

Applicant Date of Birth: \_\_\_\_\_  
(month, day, year)

Other cities and states where you have lived in the past 10 years: \_\_\_\_\_

\_\_\_\_\_

