

# WILLOW RUN FOODS

Physical Address  
1006 US Route 11  
Kirkwood, NY 13795

General Application for Employment  
*An Equal Opportunity Employer*

Mailing Address:  
P.O. Box 1350  
Binghamton, NY 13902

**Please complete the application in full. Only applications completed and signed by the applicant will be considered.**

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

Position applied for: \_\_\_\_\_

Rate of pay: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever worked for Willow Run Foods before:  Yes  No

Is there any information relating to change of name, use of an assumed name or nickname necessary to enable us to check on your work record:  Yes  No

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

Present Address: \_\_\_\_\_

How long at this address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

How long at this address: \_\_\_\_\_

Would you like to work Full Time:  Yes  No      Part Time:  Yes  No      How did you hear of us?: \_\_\_\_\_

Are you over 18 years of age:  Yes  No      If under 18 can you obtain a work permit:  Yes  No

Social Security Number: \_\_\_\_\_      Do you have a reliable means of transportation:  Yes  No

Have you ever been convicted of a crime:  Yes  No

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

## Education

Type of School	Name and Location of School	Major	Did you graduate? Type of degree:
High School			
College			
Other			

Are you capable of heavy physical labor?  Yes  No

How much time have you lost from work in the last three years? \_\_\_\_\_

Would you be willing to take a physical examination? \_\_\_\_\_

Military Experience: \_\_\_\_\_

List of skills or qualifications which you feel would help you in the job for which you are applying: \_\_\_\_\_

# Employment History

*Please provide 10 years of complete work history (if applicable)*

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Position held: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Begin/End salary: \_\_\_\_\_

List of responsibilities /duties/ accomplishments: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer:  Yes  No

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# Willow Run Foods, Inc. Important Notice to Applicants

## Reference and Background Checking

I authorize Willow Run Foods, Inc. to communicate with schools, references, credit and financial agencies, employers (unless otherwise noted) and any others who it desires, and I agree to hold such persons harmless with respect to any information that they may give.

## Physical and/or Drug Test

A physical examination and/or a drug screen may be required for a particular job category. Employment is contingent upon successful results of physical examination and/or drug screen.

## Confidentiality Clause

I agree to preserve in strictest confidence any information concerning the company or its members which may come to my knowledge incident to my employment.

## An Equal Opportunity Employer

The New York State Human Rights law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, marital status, genetic information or sexual orientation. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, sex, disability, marital status, genetic information or sexual orientation.

## Work Eligibility

All offers of employment by Willow Run Foods, Inc. are contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States. Prior to or on your first day of employment, you must comply with the requirements of the Immigration and Naturalization Service's Employment Eligibility Verification (I-9 Form).

## Other Employment

If hired, I agree not to take other employment for compensation without approval of the company.

## At Will

Employment All employees are at will employees that may resign or be terminated at any time.

## Application Fraud and Misrepresentation

I certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate and I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at Willow Run Foods, Inc. and is cause for immediate termination if employed..

Signed: \_\_\_\_\_

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

# NEW YORK CORRECTION LAW ARTICLE 23-A LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

## 750. Definitions.

## 751. Applicability.

## 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

## 753. Factors to be considered concerning a previous criminal conviction; presumption.

## 754. Written statement upon denial of license or employment.

## 755. Enforcement.

§ 750. **Definitions.** For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§ 751. **Applicability.** The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. **Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.** No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. **Factors to be considered concerning a previous criminal conviction; presumption.**

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private

employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

**§ 754. Written statement upon denial of license or employment.** At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

**§ 755. Enforcement.**

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.