

Are there any experiences, skills, or qualifications which you feel would especially qualify you for work with our organization?

Please list the names of any relative(s) and/or friend(s) currently employed by JOY CONE CO. You may also list any of your friends who work at Joy Cone Co. as a personal reference on PAGE 7 of this application.

RELATIVES: _____

FRIENDS: _____

How did you hear of Joy Cone Co.? _____

High school students are hired as either casual or temporary. Refer to FT/PT/Casual/Temp definitions on page 9.

I am applying for year round employment: FULL-TIME _____ PART-TIME _____ CASUAL _____
(Please indicate 1st, 2nd, or 3rd choice)

I am applying for temporary/seasonal employment: FULL-TIME _____ PART-TIME _____

I am available to start work on: _____

Please Note: Full-time packers may have to begin as part-time.

Have you previously applied to JOY CONE CO.? No _____ Yes _____ DATE? _____

Were you ever employed by JOY CONE CO.? No _____ Yes _____ DATE? _____

Position held? _____

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (Proof of citizenship or immigration status will be required upon employment.) Yes -or- No

Have you ever been convicted of, or pled guilty, or NOLO CONTENDERE (no contest) to any legal charges other than traffic violations? (DUI's, and/or substance abuse must be reported.) Yes -or- No

If yes, please provide date(s) and details: _____

Note: Prior convictions do NOT automatically disqualify an application however we routinely do criminal background checks per company policy. Any intentional misrepresentation on this application will result in immediate termination or retraction of a job offer.

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR CURRENT EMPLOYER? Yes _____ No _____

BEGINNING WITH MOST RECENT, LIST BELOW ALL CURRENT & PAST EMPLOYMENT. You must state each employer's complete address, including zip code and phone number, or your application may not be processed.

1. **COMPANY NAME** _____ Type of Business _____
Street _____
City, State, Zip _____ Phone# _____
Supervisor _____
Work description _____ Wages earned per hour _____
Employed from (month & year) _____ to _____
Reason for leaving (describe in full):

If there is more than a two-month employment gap, please provide details:

2. **COMPANY NAME** _____ Type of Business _____
Street _____
City, State, Zip _____ Phone# _____
Supervisor _____
Work description _____ Wages earned per hour _____
Employed from (month & year) _____ to _____
Reason for leaving (describe in full):

If there is more than a two-month gap in employment, please provide details:

3. **COMPANY NAME** _____ Type of Business _____
Street _____
City, State, Zip _____ Phone# _____
Supervisor _____
Work description _____ Wages earned per hour _____
Employed from (month & year) _____ to _____
Reason for leaving (describe in full):

If there is more than a two-month employment gap, please provide details:

4. **COMPANY NAME** _____ Type of Business _____
Street _____
City, State, Zip _____ Phone# _____
Supervisor _____
Work description _____ Wages earned per hour _____
Employed from (month & year) _____ to _____
Reason for leaving (describe in full):

If there is more than a two-month gap in employment, please provide details:

5. **COMPANY NAME** _____ Type of Business _____
Street _____
City, State, Zip _____ Phone# _____
Supervisor _____
Work description _____ Wages earned per hour _____
Employed from (month & year) _____ to _____
Reason for leaving (describe in full):

PHYSICAL EXAMINATION: I understand that, after an offer of employment is made by JOY CONE CO., or at any time during my employment with the Company, I may be required to submit to and pass a physical examination in accordance with Company policy. The Company reserves the right to designate the medical institution and licensed physician of its choice to conduct the examination. The Company will pay for expenses related to such examinations. I further understand and agree that, when requested to do so by the Company, I will execute documents authorizing the Company to obtain, for its internal use, medical records and information pertaining to any physical examination. I release and discharge the JOY CONE CO. and any physician or medical institution which performs the physical examination from any claim of liability arising out of such examination or arising out of the release of any information or documents pertaining to such examination.

DRUG SCREENING EXAMINATION: As part of its program to provide a safe and healthy work environment for its employees, the JOY CONE CO. tests applicants for employment and, periodically, current employees, for current drug use. Please be aware that your employment with JOY CONE CO. may depend upon your passing the drug test to the Company's satisfaction. Please see attached drug testing policy.

The Company reserves the right to designate the medical institution and physician to conduct such examinations. The Company will pay for expenses related to such examinations.

I have read the foregoing statement and understand that the drug screening process will be by the most appropriate method available and may disclose usage of drugs or alcohol, or may reveal current substance abuse or chemical dependency.

I understand that, after an offer of employment is made by JOY CONE CO., or at any time during my employment with the Company, I may be required to submit to and pass a drug screening examination in accordance with Company policy. I hereby consent to such test and to the disclosure of the results of the test to the JOY CONE CO. for its internal use and communication. I release and discharge the Company and any laboratory which performs the analysis from any claim of liability arising out of such test including, without limitation, the testing procedures and the analysis or the disclosure of its results.

I further consent, if hired, to periodic drug or substance dependency tests and on Company premises to searches of lockers, desks, cars, lunch boxes, brief cases and other areas which may belong to or be assigned to me.

DISCLOSURE AND CONSENT: In connection with my application for employment or my employment with JOY CONE CO., I understand that JOY CONE CO. may utilize the services of a reporting agency to provide a report(s) of background information bearing on my credit, character, general reputation, personal characteristics or mode of living. I understand that this information may include, but is not limited to, the following types of information: credit reports, prior employment history, education, criminal record, driving record, judgments, liens, bankruptcies, drug test results, etc.

I understand that before JOY CONE CO. takes any adverse action based, in whole or in part, on credit information contained in the report(s), I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Act.

I hereby consent to the above Physical Examination, Drug Screen Examination and Disclosure and Consent and authorize JOY CONE CO. to procure a report(s) as stated above from a reporting agency. This authorization shall remain on file and shall serve as ongoing authorization for JOY CONE CO. to procure such reports at any time during my employment with JOY CONE CO.

Applicant's Signature

Print Name

Date

Social Security Number

Parent/Guardian's Signature
(If applicant is under 18)

Date

AUTHORIZATION TO RELEASE SCHOOL, EMPLOYMENT AND MILITARY RECORDS

I am applying for employment at JOY CONE CO. I hereby request you provide them with all my cumulative records including grades, test scores, transcripts, attendance, and any relevant information and opinion that you may have concerning my high school, college, employment or military experience. I release you and your organization from any legal liability in making such statements. This information will be treated in a strictly confidential manner.

Applicant's Signature

Parent/Guardian's Signature
(If applicant is under 18)

Date

**This info is necessary to obtain high school &/or college transcripts.
Please print clearly and complete in full:**

Applicant's Name: _____
(First) (Middle) (Last)

Maiden or other names if used: _____

Are you in: high school? Yes or No College? Yes or No

If yes, expected year of graduation _____ If yes, expected year of graduation _____
If you are a high school student, and college bound, what college will you be attending? _____ Beginning? _____
(Month/day)

High School Name

College Name

Street

Street

City State Zip

City State Zip

PHONE NUMBER: () _____

PHONE NUMBER: () _____

Course of Study: _____

Course of Study: _____

Graduated? Y N What year? _____

Graduated? Y N What year? _____

Other Schooling or Training

Street

City State Zip

PHONE NUMBER: () _____

Course of Study: _____

Graduated? Y N What year? _____

MILITARY SERVICE

Did you serve in the military? Y or N

What Branch? _____

Discharge Rank _____

Dates in Service _____ to _____

List duties/special training _____

PERSONAL REFERENCES

(Not former Joy Cone employees or relatives)

You may attach your references on a separate sheet if you prefer providing it includes the necessary contact information.

	NAME - MAILING ADDRESS	OCCUPATION	PHONE NUMBER
1.	_____	_____	_____
	NAME		
	_____	_____	_____
	Street Address	City	State Zip
2.	_____	_____	_____
	NAME		
	_____	_____	_____
	Street Address	City	State Zip
3.	_____	_____	_____
	NAME		
	_____	_____	_____
	Street Address	City	State Zip

PLEASE COMPLETE IN FULL OR YOUR APPLICATION CANNOT BE PROCESSED

Joy Cone Co. is an equal opportunity employer and Joy Cone will make reasonable accommodations for applicants and qualified individuals with disabilities.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

I understand that this application does not, by itself, create a contract of my employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME. If hired, I will be issued an employee handbook that will explain in detail all company policies. It will be my responsibility to read the handbook and discuss any questions with management. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

Applicant's Signature

Parent/Guardian's Signature
(If applicant is under 18)

Date

SMOKING POLICY

In conformance with the Pennsylvania clean indoor air act, Joy Cone Company is a smoke free facility. Smoking is permitted in an outside designated area during break times only. As a practical matter, this means you will only have three opportunities to smoke during an 8 hour shift.

Are you a smoker? yes no

If yes, are you able to tolerate the above stated smoking policy? yes no.

VIOLENCE IN THE WORKPLACE

In order to ensure a safe workplace for our employees and visitors, Joy Cone has adopted a Zero Tolerance Policy with regard to possession of firearms on Company property. Please note this includes firearms that are stored in personal vehicles but are parked on Company property. Therefore, do not bring firearms on to Joy Cone Co. property. Any violation of this policy will be considered grounds for immediate termination of employment.

HARASSMENT

Joy Cone Co. will not tolerate harassment based on sex (including same-sex harassment), race, color, religion, national origin, citizenship, age disability, or any other protected status. We are committed to preventing harassment and promptly resolving any incidents of harassment, and we are taking affirmative steps toward these objectives.

(Complete harassment policy is available in the employee handbook.)

ALCOHOL/DRUG POLICY

Consumption, possession of, or being under the influence of alcoholic beverages or illegal drugs on company property is strictly prohibited. Violation of this policy is cause for immediate termination.

Joy Cone Co. reserves the right to have employees tested, searched (on company property) for drug and alcohol use as it deems necessary as long as these procedures do not violate any existing laws. Methods of testing may include, but are not limited to, urine and/or blood.

Joy Cone Co. is committed to maintaining safe and healthy workplaces for our employees. One aspect of that commitment is our determination that all Joy Cone people will be free from the impairing effects of drugs when hired, and remain so during their employment with Joy Cone Co.

Drug testing will be used as part of pre-employment, rehire, return to work, or accident investigation physical exams.

A witnessed drug test may be requested at any time.

Any employee who tests positive for illegal drugs is subject to immediate termination.

(Complete alcohol/drug policy is available in the employee handbook.)

ABSENTEEISM

This is to advise you beforehand, that JOY CONE CO. has a very strict attendance policy. We require good attendance from all employees. Various disciplinary measures will be taken for those employees who miss too much work.

(Complete attendance policy is available in the employee handbook.)

*** PACKER SUPPLEMENT ***

For **PACKER APPLICANTS ONLY**: Since the plant is open 7 days/week, 24 hours/day your work schedule will change from week to week and you must be available to work weekends.

FULL-TIME: If you are applying for full-time work, you must be available to work on weekends as well as ALL THREE TURNS:

- DAY TURN** - 7am to 3pm
- AFTERNOON TURN** - 3pm to 11pm
- MIDNIGHT TURN** - 11pm to 7am

Note: We do have some steady afternoon & midnight turns whenever there are open slots.

PART-TIME: If you are applying for part-time work, you must be available to work weekends and on all FOUR HOUR or FIVE HOUR Shifts:

- 7am to 11am/12pm * 10am/11am to 3pm * 3pm to 7pm/8pm * 6pm/7pm to 11pm

Note: We do offer a steady 6pm to 11pm and a steady part-time midnight (11pm to 7am, 3nights/week) shift. These steady shifts are granted when there are open slots.

CASUAL - If you are applying for casual employment, you must be available for work all 12 months of the year and you must be available to work most weekends (defined as beginning at 3pm on Friday and lasting through 11pm Sunday.) On weekdays, you will be scheduled according to your request. However, this means that if we cannot fit your requested schedule into our production schedule, YOU WILL NOT BE SCHEDULED. Casual employment status is ideal if you are a high school or college student, or for those who have other part-time commitments. **HIGH SCHOOL STUDENTS WILL NOT BE SCHEDULED ON THE 7-11PM SHIFT IF THEY HAVE SCHOOL THE FOLLOWING DAY.**

TEMPORARY - Each year we hire Temporary employees starting in mid February through mid April so that we can have them fully trained and ready for our peak season which is May through August. We generally have no work available after the 1st week in September for temporary employees. Weekly work schedule rules for temporaries are the same as for full and part-time employees above. However, we will accommodate students while school is in session. Temporary employment status is ideal for college students and other individuals who need/want summer employment only.

PACKER JOB DESCRIPTION - PACKING CONES IS AN EXTREMELY PHYSICALLY DEMANDING JOB. Packers are required to stand on their feet between 5 & 8 hours per day. Packing cones requires constant bending, turning, twisting & lifting. Constant movement of fingers, hands, wrists & arms at a fast pace is required. Even though we have an evaporative process cooler, it can get very hot (80-85 degrees) in the production areas during the summertime. Packers must be able to lift a maximum of up to 50 pounds on a consistent basis throughout an 8-hr shift.

Joy Cone will not knowingly expose an employee to the risk of injury. Packing cones involves repeated stretching and reaching. This repeated motion is potentially hazardous to employees shorter than 5'2". Additionally, our packer tables are set at 36" and are not adjustable due to the configuration of the cone baking process. Again, this motion is potentially hazardous to employees taller than 6'. Consequently, if the applicant is either shorter than 5'2" or taller than 6', he/she will be required to demonstrate to our satisfaction that they will be able to pack cones without exposing themselves to the risk of strain related injuries.

Packers are also required to read and understand a packer booklet. Some of the things this booklet includes are as follows: baking processes, various defects found in cones, packing procedures and coding procedures. The job of packing cones requires mental alertness to stop equipment when jam-ups occur. Packers must be able to work rotating shifts on a continuous seven day schedule.

I have read the above carefully and by my signature, I am stating that I am able to comply with the above requirements, with or without reasonable accommodation.

Height: _____

Applicant's Signature

Parent/Guardian's Signature
(If applicant is under 18)

Date