

How did you hear of Joy Cone Co.? (select one):

Friend or Relative
 Newspaper Ad

Radio Ad
 Website or Job Board

Job Fair
 Other _____

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. who are willing to provide a personal reference later in this application.

RELATIVES: _____

FRIENDS: _____

Refer to Full Time/Part Time/Casual/Temp requirements on the final page of this application:

I am applying for year round employment: FULL-TIME PART-TIME CASUAL

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

NOTE: High school students are hired as either casual or temporary.

Note: Full time packers may have to start at part time.

I am available to start work on: _____

Have you previously applied to JOY CONE CO.? No Yes Previous application date? _____

Were you ever employed by JOY CONE CO.? No Yes Previous hire date? _____

Position held? _____

Are you legally eligible to work in the United States? (Proof of citizenship or **work eligibility** status will be required upon employment.) Yes No

Have you ever (without time limit) been convicted, have or had pending charges, pled guilty or NOLO CONTENDERE (no contest), or are currently awaiting trial on any legal charges other than traffic violations? (All charges including DUIs, and/or substance abuse must be reported.) Yes 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 or failure to disclose on this application will most likely result in immediate termination or retraction of a job offer.

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR CURRENT EMPLOYER? Yes _____ No _____

Please note that past employers will be contacted for references.

Beginning with the most recent, please list all current and past employment. You must state each employer's complete address, including zip code and phone number, or your application may not be processed.

All applicants must complete this page in full. "See resume" will not be accepted.

Check Here if this is your first job:

1. **COMPANY NAME** _____ Type of Business _____

Street _____

City, State, Zip _____ Phone# _____

Name of Direct Supervisor _____

Your job title _____ Wages earned per hour _____

Employed from ____/____/____ 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# _____

Name of Direct Supervisor _____

Your job title _____ Wages earned per hour _____

Employed from ____/____/____ to ____/____/____

Reason for leaving (describe in full):

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

3. **COMPANY NAME** _____ Type of Business _____

Street _____

City, State, Zip _____ Phone# _____

Name of Direct Supervisor _____

Your job title _____ Wages earned per hour _____

Employed from ____/____/____ 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# _____

Name of Direct Supervisor _____

Your job title _____ Wages earned per hour _____

Employed from ____/____/____ to ____/____/____

Reason for leaving (describe in full):

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

Please list any other pertinent past employment or attach a resume for job history exceeding your four most recent employers:

PERSONAL REFERENCES

(Please do not list **former** Joy Cone employees or relatives)

1.	_____	_____	_____
	Name	Occupation	Phone Number
	_____	_____	_____
	E-mail Address	City	State
2.	_____	_____	_____
	Name	Occupation	Phone Number
	_____	_____	_____
	E-mail Address	City	State
3.	_____	_____	_____
	Name	Occupation	Phone Number
	_____	_____	_____
	E-mail Address	City	State

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 and/or provided access to an employee handbook that will explain in detail all company policies relevant to my continued employment. It will be my responsibility to read the handbook and discuss any questions with Human Resources. 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

Applicants under 18, if hired and per applicable state law, must obtain working papers from their high school before they can be put on the work schedule. (Applies to PA residents only).

TOBACCO/NICOTINE POLICY

Joy Cone gives strong hiring preference to non-tobacco users.

Do you use any tobacco products? Yes No

Note: A nicotine test is included in the pre employment physical exam. Misrepresentation on this application is grounds for retraction of any job offer.

ABSENTEEISM

This is to advise you beforehand, that JOY CONE CO. has a very strict attendance policy. We require good attendance from all employees.

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 understand that employment with Joy Cone is contingent upon passing a pre-employment physical and drug screen.

Applicant's Signature

Print Name

Date

Parent/Guardian's Signature

(If applicant is under 18)

Date

*** PACKER SUPPLEMENT ***

FOR PACKER APPLICANTS ONLY - Applicants for all other positions may leave this page blank

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. **Packers must be able to work rotating shifts on a continuous seven day schedule.**

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

DAY SHIFT: 7am to 3pm
AFTERNOON SHIFT: 3pm to 11pm
MIDNIGHT SHIFT: 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, 3-4 nights/week). 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 MUST BE 16 OR OLDER AND 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 Labor Day 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 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: baking processes, various defects found in cones, packing procedures and coding procedures. The job of packing cones requires the mental alertness to inspect product and to stop equipment when jam-ups occur.

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. I understand the scheduling requirements of the status for which I am applying.

Height: _____

Applicant's Signature

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

Date