

APPLICATION FOR EMPLOYMENT



Potosi Brewing Company (PBC) is an Equal Opportunity Employer and we promote a drug-free work environment. It is the policy of PBC to seek qualified applicants without regard to race, religion, color, national origin, gender, age, disability, veteran's status, or sexual preference in accordance with applicable laws.

Applicants will be required to pass a pre-employment drug screen and background check prior to starting work. Offers of employment are contingent upon the successful completion of all pre-employment checks. If you need assistance completing this

application please ask and assistance will be provided. Complete entire form - even if providing a resume. All information will be treated confidentially. Please print clearly.

PERSONAL

Last Name		First	Middle	Date
Street Address				Home Phone
City, State, Zip				Business or Cell Phone
Have you ever been employed by PBC? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list month and year				Email Address
Position Desired & Pay Expected				Social Security Number
Referred to us by (name of referral source)				Will you work overtime is asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want to work <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time? (please specify days and hours if part-time.)				When can you start work?
Have you ever been convicted of a felony or a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged? <input type="checkbox"/> Yes <input type="checkbox"/> No				Can you legally work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain briefly the nature of the crime(s), the date and place of conviction (county & state) and the legal disposition of the case:				Are you age 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No
				High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No
PBC will not deny any applicant solely because the person has been convicted of a crime. PBC may however consider the nature, date, and circumstances of the offense(s) as well as whether the offense(s) are relevant to the duties of the position applied for.				

EDUCATIONAL BACKGROUND

Type of School	Name and Address	Course of Study	Years Attended	Graduated	Degree / Diploma & Major
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

MIITARY SERVICE RECORD

Were you in the U. S. Armed Forces? Yes No If yes, what branch?

Dates of duty (month/date/yr): From: _____ To: _____ Rank at discharge? _____

List duties in the service including any special training

Have you taken any training under the G.I. Bill of Rights? Yes No If yes, name the training:

EMPLOYMENT (Please list current or most recent job first)

Company Name	Telephone
Address (Street, City, State, zip)	Employed from (month & year) From: _____ To: _____
Name of Supervisor/Manager	Weekly/Hourly Pay: Start: _____ Last: _____
Job Title	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Job Duties:	Reason for Leaving:

Company Name	Telephone
Address (Street, City, State, zip)	Employed from (month & year) From: _____ To: _____
Name of Supervisor/Manager	Weekly/Hourly Pay: Start: _____ Last: _____
Job Title	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Job Duties:	Reason for Leaving:

Company Name	Telephone
Address (Street, City, State, zip)	Employed from (month & year) From: _____ To: _____
Name of Supervisor/Manager	Weekly/Hourly Pay: Start: _____ Last: _____
Job Title	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Job Duties:	Reason for Leaving:

Company Name	Telephone
Address (Street, City, State, zip)	Employed from (month & year) From: _____ To: _____
Name of Supervisor/Manager	Weekly/Hourly Pay: Start: _____ Last: _____
Job Title	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Job Duties:	Reason for Leaving:

REFERENCES (Please do NOT list family members as reference)

List 3 previous supervisors, teachers, co-workers, or other individuals who can objectively assess your professional performance			
Name	Company	Title/Relationship/Yrs known	Phone Contact Information

Please include any other information that would be helpful to us in considering you for employment for example additional work experience articles/books published, volunteer activities, accomplishments, etc. (Please exclude all information indicative of age, sex, race, religion, color, national origin and disability).

I understand and agree that this profile is not a contract and the acceptance of employment does not constitute an employment contract for a specific term. I understand and agree that I may resign my employment with Potosi Brewing Company (PBC) at any time for any reason, and that my employment may be terminated at-will of PBC at any time for any reason. I also understand that any handbooks, manual, policies and procedures maintained by PBC are not contractual in nature and may be amended or abolished at the sole discretion of PBC at any time.

I acknowledge that PBC has a Substance Abuse Policy. I will abide by the terms of PBC’s Substance Abuse, Drug Free Workplace and Harassment Policies and other personnel policies. I will obey all laws of the U.S. and all localities, states, and nations where PBC does business or seeks to do business. In addition, I will adhere to ethical standards, will report all suspected violations of the law, and will conduct the Company’s business in a strictly ethical and legal manner.

Following the interview, the PBC will consult the WI Dept. of Justice Crime Information Bureau and the WI Circuit court Access Program to release all information and data authorized under the WI law for the purpose of employment at the PBC. A signed consent form is required before this check can be conducted. Convictions and pleas are not an automatic bar from employment. Relevant factors for consideration include the nature and the gravity of the criminal offense, the time since the conviction or the completion of the sentence, rehab or performance at past employment since the conviction, and whether the circumstances of the offense are substantially related to the duties and responsibilities of the position applied for.

I understand that PBC has a Background Check Policy and I consent to a background screening that may include educational and professional credentials, past employment, credit check and court records. **By signing this document, I authorize and consent to my current and prior employers, educational institutions, and person or organizations named in this profile or accompanying resume to release any information to PBC that may be required to make a decision (with the exception of any I previously indicated should not be contacted).** Or this purpose a photocopy of this document may be considered as valid as the original document.

Employees hired by PBC have access to confidential information regarding various aspects of PBC business. As a result, at time of hire I will be required to sign a Confidentiality Policy and Acknowledgment as a condition of employment.

I certify that the information furnished in this profile and any supporting documents is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of material fact on this or any other document for employment, will constitute grounds for rejection of my application or termination from the assignment if discovered at a later date. I certify that I have read and understand the above statements and will adhere to these statements as written.

 Applicant Signature (Date) Parent /Guardian Signature (if applicant is under 18) (Date)