



CLASEN QUALITY CHOCOLATE

Pre-Employment Application

CQC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability, protected veteran status, race, color, religion, age, genetics, sex, national origin, sexual orientation, gender identity, or any other protected classification.

Position Applied For:		Position Location ---		How did you hear about the position?	
Last Name		First Name		Middle Initial	
Street Address		City		State	ZIP
Telephone	Email		Date of Application		

Are you at least 18 years of age?

☐ Yes ☐ No

Have you ever filed an application with Clasen Quality Coatings/Chocolate before? If yes, give date: _____

☐ Yes ☐ No

Have you ever been employed with Clasen Quality Coatings/Chocolate before? If yes, give date: _____

☐ Yes ☐ No

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Proof of employment eligibility will be required upon employment.

Are you related to anyone currently employed at this company?

☐ Yes ☐ No

If so, who? _____ Relationship: _____

Date available for work: _____ Desired salary range: _____

Are you available for work: ☐ Full Time ☐ Days ☐ Nights *choose one*

☐ Part Time

☐ Temporary Please indicate dates available: _____ to _____

Maximum hours/week: _____ Minimum hours/week: _____

Are you currently on "lay off" status and subject to recall?

☐ Yes ☐ No

Have you been convicted of a felony or Are you subject to a pending charge of any type?

☐ Yes ☐ No

(Conviction or arrest will not necessarily disqualify an applicant from employment unless we determine the conviction or pending criminal charge is substantially related to the position for which you are applying.)

If Yes, please explain:

EDUCATION:

	Name and Address of School	Course of Study	Number of Years Completed	Diploma/Degree Achieved
High School				
Vocational, Military				
Undergraduate College				
Other (Specify)				

Describe any specialized job-related training, apprenticeship, skills and experience:

List any job-related certifications, licenses, or registrations:

List any professional, trade, business, or other job-related activities:

(Please exclude membership which would reveal any protected status.)

SPECIALIZED SKILLS: (Mark all that apply)

☐ Computer ☐ Internet

☐ Fax ☐ Copy Machine ☐ Multi-Line Phone/Voicemail System ☐ E-mail

☐ Excel ☐ Word ☐ Access ☐ Outlook ☐ Powerpoint

Typing WPM: _____ Other Software: _____

Equipment/Machinery Utilized:

Other:

_____	_____
_____	_____
_____	_____

WORK EXPERIENCE: Start with your most recent job. Indicate any changes in job title under the same employer. Please attach an additional sheet to include other work experience if applicable to the position in which you are applying.

COMPANY NAME _____

INDUSTRY _____

STREET ADDRESS _____

EMPLOYED FROM _____ TO _____
MM/YY MM/YY

CITY, STATE _____

SALARY _____
SUPERVISOR _____

PHONE: _____ ☐ FT ☐ PT
select one

JOB TITLE: _____

REASON JOB ENDED: _____ ☐ VOLUNTARY ☐ INVOLUNTARY
select one

DUTIES PERFORMED: _____

COMPANY NAME _____

INDUSTRY _____

STREET ADDRESS _____

EMPLOYED FROM _____ TO _____
MM/YY MM/YY

CITY, STATE _____

SALARY _____
SUPERVISOR _____

PHONE: _____ ☐ FT ☐ PT
select one

JOB TITLE: _____

REASON JOB ENDED: _____ ☐ VOLUNTARY ☐ INVOLUNTARY
select one

DUTIES PERFORMED: _____

COMPANY NAME _____

INDUSTRY _____

STREET ADDRESS _____

EMPLOYED FROM _____ TO _____
MM/YY MM/YY

CITY, STATE _____

SALARY _____
SUPERVISOR _____

PHONE: _____ ☐ FT ☐ PT
select one

JOB TITLE: _____

REASON JOB ENDED: _____ ☐ VOLUNTARY ☐ INVOLUNTARY
select one

DUTIES PERFORMED: _____

PROFESSIONAL REFERENCES:

Give the name of 3 persons, not related to you, that we may contact regarding your past work history and performance.

NAME	PHONE #	RELATIONSHIP	EMPLOYER
1)			
2)			
3)			

APPLICANT'S STATEMENT AND AUTHORIZATION FOR RELEASE:

I certify the answers given herein are true and complete to the best of my knowledge.

This application for employment shall only be considered for the position/opening for which you have applied.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Clasen Quality Chocolate is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application, resume or interview(s) may result in a decision not to hire or discharge. I understand, also, that I am required to abide by all policies and procedures of Clasen Quality Chocolate.

I authorize Clasen Quality Chocolate to conduct investigations and inquiries of my personal, employment, academic, and other related matters as may be necessary for an employment decision. I understand that this investigation will include a reference check with some or all of the employers whom I have identified on the job application, as well as an effort to verify the fact that I have provided complete and accurate information. I hereby authorize all previous employers to disclose the facts of my past employment, titles or positions held, wage and salary history and the reasons for and the circumstances surrounding my separation of employment. In consideration for providing this information, I hereby release, waive and discharge the company, its officers, agents and employees from any and all loss or damage and any claim or damage resulting here from which may arise as a direct or indirect result of the company's statements responding to the reference check.

I have read carefully, understand and agree to the above statements.

Signature of Applicant

Date

VOLUNTARY SELF-IDENTIFICATION FORM

CQC is an Equal Opportunity Employer. As required by law, Clasen Quality Chocolate must record certain information to be made a part of our Affirmative Action Program. In extending this invitation you are also advised that: (a) applicants are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for data collection purposes required by Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. We are a company that values diversity. We actively encourage veterans to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. Please complete the information requested below. Thank you for your cooperation.

NAME: First: _____ Middle: _____ Last: _____

What position did you apply for? _____

At which location? ☐ Corporate ☐ Middleton ☐ Watertown ☐ Spanish Springs ☐ Milton

Veteran Status: (Please check one) *Definitions below*

- ☐ I identify as one or more of the classifications of protected veteran listed below
- ☐ I am not a protected veteran
- ☐ I do not wish to answer

Signature of Applicant

Date

Invitation to Self-Identify Under the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

Why are you being asked to complete this form? CQC is a Government subcontractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government subcontractors to take affirmative action to employ and advance in employment protected veterans. To help us measure the effectiveness of our outreach and recruitment efforts of veterans, we are asking you to tell us if you are a veteran covered by VEVRAA. Completing this form is completely voluntary, but we hope you fill it out. Any answer you give will be kept private and will not be used against you in any way. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp

How Do You Know if You Are a Veteran Protected by VEVRAA? Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990, to the present. If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box. The categories are defined below and explained further in an "Am I a Protected Veteran?" infographic provided by OFCCP. What Categories of Veterans are "Protected" by VEVRAA?

"Protected" veterans include the following categories: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These categories are defined below.

- (1) A "disabled veteran" is one of the following: (a) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; (b) a person who was discharged or released from active duty because of a service-connected disability.
- (2) A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- (3) An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- (4) An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Return completed forms to HR@cqc.com, 608-241-4304 (fax) or
CQC, Attn: HR, 5126 W Terrace Dr, Madison, WI 53718