

Application of Employment

T. A. Solberg Co., Inc. is an equal opportunity employer and fully subscribes to the principles of equal employment opportunity. It is our policy to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, or disability, or any other basis prohibited by Federal or State law. As an equal opportunity employer, this company intends to comply with all Federal and State laws and the information requested on this application will not be used for any purpose prohibited by law. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed. If you need an accommodation to participate in the application process, please contact the HR Manager, Facility Manager or Store Director at the facility for which you wish to apply.

**\*APPLICANTS ARE GENERALLY EXPECTED TO BE AVAILABLE DURING ALL 12 MONTHS OF THE YEAR  
\*IF YOU DO NOT HEAR FROM US WITHIN 60 DAYS, PLEASE SUBMIT A NEW APPLICATION**

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Date: \_\_\_\_\_ **Personal**

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_

State / Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone number where we can reach you during the day: \_\_\_\_\_

If you are under 18, please state age and date of birth: \_\_\_\_\_

Are you either: (1) a U.S. citizen or, if not, (2) do you currently have lawful employment authorization which permits you to work for the Company without the Company having to take any action, either upon employment, or at any date in the future, to ensure or assist you in maintaining lawful employment authorization to work for the Company?  Yes  No

If your answer was "Yes," answer the following question: Are you a student on a temporary visa?  
 Yes  No Proof of authorization to work will be required if you are employed by T.A. Solberg Co., Inc.

Have you ever applied to the company before: \_\_\_\_\_ If yes, when and under what name:  
\_\_\_\_\_

Have you ever worked with us before? \_\_\_\_\_ If yes, when, where, and under what name:  
\_\_\_\_\_

**General**

Position(s) applied for: List top 3 choices: *Examples: Cashier, Deli, Bakery, Stocker, Bagger*

Position: \_\_\_\_\_ Desired Rate of Pay: \_\_\_\_\_

Position: \_\_\_\_\_ Desired Rate of Pay: \_\_\_\_\_

Position: \_\_\_\_\_ Desired Rate of Pay: \_\_\_\_\_

## Application of Employment

Please indicate which type of employment interest you:

Regular Full-time     Regular Part-time     Temporary Full-time     Temporary Part-time

If interested in temporary employment, please specify dates: \_\_\_\_\_

List times available next to each day (ex. Mon: 3pm to 10pm) – (This does not guarantee any specific hours. Opportunities available based on flexibility.)

Sun: \_\_\_\_\_ Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_

Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_

On occasion, we work more than 8 hours per day and most holidays -- is that a problem? Yes  No   
The Company will attempt to reasonably accommodate an applicant's religious needs, as required by law.

Do you have transportation to work?    Yes  No

Why are you applying for this position: \_\_\_\_\_

How did you learn of this company: \_\_\_\_\_

Are you presently employed:  If yes, why do you seek to change your employment: \_\_\_\_\_

\_\_\_\_\_

Are you on layoff and subject to recall:  If yes, When is the possible recall date: \_\_\_\_\_

### **Criminal And Other Offenses**

(1) Have you ever been convicted of, plead no contest to, or been fined in connection with any felony, misdemeanor, municipal ordinance violation, or any other type of offense (other than a parking ticket), regardless of the nature of the penalty or fine for that offense? A yes answer does not automatically disqualify you from employment. Yes  No  If Yes, provide 1) the nature of each conviction; 2) date of each conviction; and 3) state and county in which you were convicted: \_\_\_\_\_

\_\_\_\_\_

(If you are in doubt about the nature of any offense, please list; this question is designed to require disclosure of all past convictions, violations, fines or offenses, and the failure to list a conviction, offense, violation or fine will be considered falsification and will be grounds for refusal to hire or termination of employment. However, no applicant will be denied a position because of a past conviction, offense, violation or fine, which is not substantially related to the circumstances of the employment sought.)

(2) Are you currently subject to a pending criminal charge for any misdemeanor or felony? A yes answer will not automatically disqualify you from employment. Yes  No  If Yes, provide 1) the nature of the pending charge; 2) date of the pending charge; and 3) state and county in which the charge is issued: \_\_\_\_\_

\_\_\_\_\_

(This question is designed to obtain information on all pending criminal charges, whether felony or misdemeanor. However, no applicant will be denied a position because of a pending criminal charge which is not substantially related to the circumstances of the employment sought.)

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## Education

Highest Level of Education Completed      8 9 10 11 12 13 14 15 15 16 17+  
Did you Graduate? \_\_\_ Yes \_\_\_ No      Degree/Diploma/Certificate \_\_\_\_\_

Please list any academic honors you have received that you believe relate to the job or jobs for which you are applying:

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## Employment History

Start with most recent employer. If necessary, use reverse side of additional sheets to list additional employers.

### Present or Last Employer:

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

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

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

What did you do there: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If this is your current employer, may we contact for a reference?      Yes \_\_\_ No \_\_\_

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### Next Previous Employer:

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

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

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

What did you do there: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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### Next Previous Employer:

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

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

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

What did you do there: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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## References

Give the names of three persons not related to you, whom you have known at least one year.

Name

Address

Business

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Employment Agreements

Are you subject to any employment agreement or post-employment agreement with any other employer (including, but not limited to, employment contracts, non-compete agreements, intellectual property rights agreements and/or confidentiality agreements)? Yes \_\_\_\_ No \_\_\_\_ If yes, attach a complete and accurate copy of each agreement.

### **READ, UNDERSTAND, SIGN AND DATE IF YOU AGREE**

I certify that the facts set forth in this application are true, correct and complete without misrepresentations or omissions of any kind whatsoever. I authorize investigation of the statements I have made herein. I hereby release from any and all liability all representatives of T.A. Solberg Co., Inc. for their acts performed in connection with evaluating my application, background, credentials and qualifications. I hereby further authorize any party (including the companies, schools and organizations listed in this application form) to release any information they may have about me to T.A. Solberg Co., Inc., including all of my personnel records with prior employers. I also release all persons, companies, schools and organizations (and all persons connected with them) who provide such information to T.A. Solberg Co., Inc. from any and all liability for any damage for giving this information. I understand that if any of the information on this application form is discovered to be incorrect, false or misleading or if there are any misrepresentations or omissions of any kind whatsoever, then T.A. Solberg Co., Inc. may deny me employment or terminate my employment, and I agree that T.A. Solberg Co., Inc. shall not be liable in any respect if it does so.

I understand that if I am employed by T.A. Solberg Co., Inc., any such employment is not binding on either party for any specific period of time. I further understand that no representative of T.A. Solberg Co., Inc., other than the President, has any authority to enter into any agreement for employment for any specified period of time. Any such agreement must be in writing and signed by the President. I understand that any other written or oral statement to the contrary, even if made by a supervisor, manager or officer of T.A. Solberg Co., Inc. is invalid and should not be relied on by me. I understand that if employed I will be an employee-at-will and that either T.A. Solberg Co., Inc. or I may terminate that employment relationship at any time, for any reason, with or without notice.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

### **AUTHORIZATION FOR REFERENCE CHECK**

I am applying for employment with T.A. Solberg Co., Inc.. I hereby authorize any and all persons (including any and all employers with whom I have been employed, schools that I have attended and organizations with which I have been connected) to release any and all information they have about me to T.A. Solberg Co., Inc. This includes all of my personnel records with prior employers and any information about my performance during my employment with them and also includes all of my transcripts from any schools that I have attended. I hereby release all persons, companies, schools and organizations (and all persons connected with them) who provide such information to T.A. Solberg Co., Inc. from any and all liability for any damage for giving this information.

This Authorization shall remain in effect for a period of one (1) year from the date on which I sign it. A photocopy of this Authorization may be used by T.A. Solberg Co., Inc. and shall be as effective as the original.

\_\_\_\_\_

## PLEASE READ THE FOLLOWING POLICIES CAREFULLY

### **Dress Code**

All associates are required to wear a neat, clean, and authorized uniform with the proper company insignia. Once hired, all Part-Time associates will receive one (1) uniform shirt and all Full-Time associates will receive two (2) uniform shirts at no cost. Additional uniform shirts may be purchased at cost by the associates. The style and kind of uniform shirt will depend on the facility that you work in. Please refer to your facility manager for further details regarding shirt tucking, button-up, and under garment requirements and permissions.

Caps and aprons are provided at no cost for the associates.

It is the associate's responsibility to provide their own company approved work pants. Pants need to be neat, clean, and properly sized. In our retail and restaurant facilities (Trig's, Trig's Village Market, Trig's Floral and Home, Shell Stations, Save-A-Lot, Tula's Café, and Ace Hardware), company approved work pants include the following:

- Khaki (Tan) colored or Black colored dress pants
- Khaki (Tan) colored or Black colored casual dress pants (i.e. Dockers)
- Khaki (Tan) colored or Black colored corduroy pants
- Khaki (Tan) colored or Black colored work pants (i.e. Dickies)
- Third Shift Crews Only - permitted to wear black jeans

Not-allowed examples include but are not limited to blue jeans, leggings, skinny or extremely tapered pants, walking shorts, form-fitting pants, spandex pants, oversized clothes or "workout clothes" (i.e. sweat pants, yoga pants, flight pants, overalls), and Capri pants.

If pant length, when standing, leaves skin exposed between the end of the pants and footwear, proper length and colored (white, black or tan) socks or hosiery should be worn to cover the skin. In addition, the pants must fall over the footwear as opposed to being tucked into footwear.

In our food production facilities (Trig's Smokehouse, Central Bakery), please see your facility manager for details on dress code requirements.

*\*If you have any medical restrictions pertaining to our uniform policy, please refer to your facility manager so that we can make appropriate accommodations for you.*

### **Hair**

Clean, professional, and well-groomed hairstyles are required of all associates. Long hair must be kept out of the face and pulled back. Hairnets or company issued caps must be worn in all facilities or departments that handle unpackaged food. Any person entering these areas will be required to wear approved hair restraints. The hair restraints must cover all hair, leaving no hair exposed.

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### **Facial Hair**

Beards, goatees, and mustaches are allowed. All facial hair must be conservative and neatly trimmed. Stubble does not make a beard. Associates are required to keep a well-groomed and/or shaven appearance at all times.

If beard length exceeds the approved limit set by state and local regulations and the associate works in our food service areas, beard nets will be required to be worn.

### **Jewelry**

If you choose to wear jewelry it should be conservative in nature. Conservative in nature is determined by the discretion of the facility manager based upon the distraction that it may present to the customer or its appropriateness. Examples of permitted jewelry for non-food service associates include necklaces, earrings, rings, nose stud piercings, and bracelets unless considered a safety/sanitation violation. Any other facial piercings are not permitted.

Ear gauging is permitted, but may require discrete inserts to follow the above mentioned conservative nature style that the company is looking for. Please see your facility manager.

Associates working in facilities or departments where the handling of unpackaged food takes place shall limit their jewelry to plain-banded rings only, with the exception of Med Alert Bracelets.

### **Tattoos**

Tattoos which contain vulgar or offensive wording or images must be kept covered at all times. Non-offensive tattoos are permitted.

### **Footwear**

Shoes should be clean and in good repair. Shoes must be tied, strapped, or laced up for safety. They should be sturdy, cover your entire foot, provide good support, and have firm traction. A good standing shoe is suggested. Acceptable shoes include dress/casual shoes, leather athletic shoes (i.e. Sketchers, New Balance, Nike, etc.) Hosiery or socks are required with footwear while working. Unacceptable shoes include but are not limited to the following: ballet flats, open-toed sandals, heavy winter boots, slippers, canvas type, clogs, high heels, or cloth shoes. Stained or excessively worn shoes are not permitted.

Certain non-slip shoes are required in certain food service facilities and departments. Please check with your facility manager to see if they are required in your department or position.

Shoe color is the associate's choice.

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### **Food Preparation and Service Areas and Facilities**

T.A. Solberg Co., Inc. is responsible for protecting the consumer as well as the credibility of the company when it comes to food safety. All associates in food preparation facilities, food demo associates, and departments that handle unpackaged food directly in the prepared state, or in the preparation of, or in providing to the customers, must wear proper hair restraints and disposable gloves.

### **Personal Hygiene**

All associates are expected to maintain the highest level of cleanliness, personal grooming and hygiene. Cleanliness about the face, teeth, hands, arms and fingernails is required at all times. Conservative use of cosmetics is recommended. You shall take care that your breath is not offensive. Chewing gum is not allowed. Due to close contact with other individuals, the use of an antiperspirant or deodorant is required. For the same reasons, the use of strong, heavy scents and fragrances is not recommended.

### **SMOKING**

We are committed to offering you a smoke and tobacco-free environment. Use of any tobacco products while on the clock must be in designated areas or personal vehicles and only while on an authorized break. This includes, but is not limited to, cigarettes, e-cigarettes, chewing tobacco, snuff, etc. With respect for the health and well-being of fellow associates, smoking is not permitted in any company buildings or vehicles. Smoking in an unauthorized area or on an unauthorized break could result in disciplinary action up to and including termination. Please see your facility manager for information on where your designated smoking area is located.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_