

Job Descriptions

Please indicate which job(s) you are applying for:
(Check all that apply)

- Customer Service**
Answering questions and providing information to customers via telephone & email
- Order Processing**
Computer entry of customer orders and preparation of work order for production department.
- List Processing**
Prepare and upload mailing lists to shipping system. Requires proficiency using MS Excel.
- Art/Graphics**
Processing of digital artwork files utilizing Adobe Illustrator & Photoshop.
- Proof-Reading**
Proofing ad and art copy for imprint die production and reviewing orders for accuracy.
- General Office/Clerical Support**
Document typing and filing, routing orders, sorting mail; accounting and inventory management.
- Gift Production**
Assembly and packaging of gifts.
- Gift Imprinting**
Imprinting customer logos/artwork on our products utilizing various printing processes.
- Shipping/Receiving/Line Stocking**
Loading/unloading incoming/out going trucks utilizing forklifts and pallet jacks. Stocking production lines with necessary raw materials and warehousing of completed gifts.

Special Skills

Please check your level of experience as applicable.
B=Beginner, I=Intermediate, P=Proficient

	B	I	P
Sales/Service			
Computer Skills			
Microsoft Excel			
Adobe Illustrator			
Adobe Photoshop			
Imprint, pad print or printing press operations			
UPS/FedEx shipping procedures			
Forklift Operation			
Truck Driving/ CDL			
Typing - Words per minute _____			

Education

Circle last grade completed in high school:
8 or less 9 10 11 12 GED

Name of school: _____

Circle last year of college, Tech or Business School:

1 2 3 4 Graduated Yes No

Current/last school attended: _____

Major/area of study: _____

Are you currently a student: Yes No

Important Please Read Carefully

We're glad you are interested in employment at Maple Ridge Farms.

Please answer every question on this application completely and accurately without concealing or omitting any information. If you do not, and you are hired, you could lose your job regardless of length of employment.

This application is just that - an application. It isn't an offer, promise or contract of employment, either express or implied. All Maple Ridge Farms employees are "at will" employees, which means that an employee can terminate the employment relationship at any time, for any or no reason. Maple Ridge Farms reserves the same right. Maple Ridge Farms will not, and employees and applicants should not, interpret any verbal or written statement, policies, practices, or procedures as altering their "at will" status.

Applicant Signature

Date

Rev. 08/18



MAPLE RIDGE FARMS™
America's Most Delicious Business Gifts™

Est. 1979

975 S. Park View Circle
Mosinee, WI 54455


Employment Application

We are looking for enthusiastic, quality minded people to join our team.

Our mission is to be the premier food gift company serving the promotional products industry.

To achieve this goal, we believe we must provide the following:

- Superior customer service
- Exceptional quality
- Innovative products and services
- On-time delivery

 We are the
Make it Happen
Team!

Personal Information

(Print) Full Name _____
First Middle Last

Address _____
Number/Street City State Zip Code

Phone (Home) _____ (Mobile) _____ Email _____

Please check the following box to indicate you meet our minimum age requirement of 16 years old.

How were you referred to MRF? List name of person or source. _____

Have you ever been employed by Maple Ridge Farms? Yes No If yes, when? _____

Have you ever been convicted of a crime other than a minor traffic violation? * Yes No If yes, explain. _____

The existence of a criminal record will not automatically disqualify you from the job you applied for.

*Do not answer "yes" if your "official" conviction record has been annulled, expunged, or sealed.

Work History (List present or most recent job first, followed by next recent)

Employer	Job Duties		Reason for Leaving
_____ Co. Name _____ Address _____ City/State/Zip _____ Phone _____ Supervisor Name		Employment Dates	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
		From:	
		To:	
		Last Pay Rate:	
_____ Co. Name _____ Address _____ City/State/Zip _____ Phone _____ Supervisor Name		Employment Dates	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
		From:	
		To:	
		Last Pay Rate:	
_____ Co. Name _____ Address _____ City/State/Zip _____ Phone _____ Supervisor Name		Employment Dates	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
		From:	
		To:	
		Last Pay Rate:	

Availability

Number of hours you can work each week _____
 How soon could you start working? _____

To help us consider you for a job that matches your availability, please tell us the hours that you can work each day.

Day	From	To
Sun.	a.m. p.m.	a.m. p.m.
Mon.	a.m. p.m.	a.m. p.m.
Tues.	a.m. p.m.	a.m. p.m.
Wed.	a.m. p.m.	a.m. p.m.
Thurs.	a.m. p.m.	a.m. p.m.
Fri.	a.m. p.m.	a.m. p.m.
Sat.	a.m. p.m.	a.m. p.m.

We currently offer the following shifts. Please check the one for which you would like to be considered (if more than one, indicate order of preference):

- Production**
 8:00 am - 4:00 pm
 5:00 pm - 10:00 pm (Shift starts early November)

- Office**
 8:00 am - 5:00 pm

Are you available to work weekends if needed?
 Yes No

If hired, the hours you have listed will be taken into consideration in our scheduling process. If you have any conflicts, please list them:
