

# L.A. Grain Employment Application

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

\* Required

1. Full Name: \*

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2. Current Address: \*

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3. Phone Number: \*

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4. Email: \*

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5. Are you over 18 years of age? \*

*Mark only one oval.*

Yes

No

6. Position Applied For: \*

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7. How many hours can you work weekly?

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8. Employment Desired: \*

*Check all that apply.*

Full-Time Only

Part-Time Only

Full- or Part-Time

9. Can you work any of the following, if necessary? (Check all that apply.)

*Check all that apply.*

Overtime

Nights

Weekends

Holidays

10. Date you can start work? \*

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*Example: January 7, 2019*

11. What is your means of transportation to work?

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Education

12. High School: \*

Please list location and number of years completed.

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13. College :

Please list location, number of years completed, and major/degree.

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14. Business, Trade, or Professional School:

Please list location, number of years completed, and degree/certification earned.

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Commercial Truck Drivers Only

Please skip this section if it does not apply

15. Driver's License Number:

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16. State of Issue:

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17. Expiration Date:

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*Example: January 7, 2019*

18. Have you had any accidents during the past three years?

*Mark only one oval.*

Yes

No

19. If so, how many?

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20. Have you had any moving violations during the past three years?

*Mark only one oval.*

Yes

No

21. If so, how many?

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22. How many years of experience do you have as a commercial truck driver?

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23. Do you have experience working in the ports of Los Angeles and Long Beach?

*Mark only one oval.*

Yes

No

24. If so, how many years?

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Administrative Positions Only

Please skip this section if it does not apply

25. What skills do you believe are most important to the role of an administrative assistant and why?

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26. Describe your level of competency with computers. Which operating systems have you worked with?

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### Office Skills

27. Typing: \*

*Mark only one oval.*

Yes

No

28. Words Per Minute (Typing):

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29. 10-Key: \*

*Mark only one oval.*

Yes

No

30. Word Processing: \*

*Mark only one oval.*

Yes

No

31. Words Per Minute (Word Processing):

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32. Personal Computer: \*

*Check all that apply.*

PC

Mac

None

Other

33. Other Skills:

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Yard & Labor Positions Only

Please skip this section if it does not apply

34. The type of work required in the yard will require the applicant from time to time to lift up to fifty (50) pounds, work in hot/cold temperatures. Can you perform under those conditions?

*Mark only one oval.*

Yes

No

35. If you answered "no," please explain:

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References

Please list three references, other than relatives, whom you have known at least one year

36. Reference 1: \*

Please include name, address, phone number and years known.

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37. Reference 2: \*

Please include name, address, phone number and years known.

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38. Reference 3: \*

Please include name, address, phone number and years known.

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Military Service

39. Have you ever been in the armed forces? \*

*Mark only one oval.*

Yes

No

40. Are you now a member of the national guard? \*

*Mark only one oval.*

Yes

No

## Work Experience

Please list your work experience for the past five years, beginning with your most recent job held. If you were self-employed, give firm name.

### JOB #1 (Most Recent)

Please answer the following:

41. Name of Employer: \*

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42. Complete Address: \*

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43. Phone Number: \*

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44. Name of Last Supervisor: \*

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45. Your Last Job Title: \*

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46. Salary:

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47. Start Date:

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*Example: January 7, 2019*

48. End Date:

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*Example: January 7, 2019*

49. Reason for Leaving (be specific): \*

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50. List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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**JOB #2**

Please answer the following:

51. Name of Employer

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52. Complete Address:

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53. Phone Number:

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54. Name of Last Supervisor:

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55. Your Last Job Title:

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56. Salary:

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57. Start Date:

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*Example: January 7, 2019*

58. End Date:

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*Example: January 7, 2019*

59. Reason for Leaving (be specific):

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60. List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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**JOB #3**

Please answer the following:

61. Name of Employer:

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62. Complete Address:

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63. Phone Number:

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64. Name of Last Supervisor:

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65. Your Last Job Title:

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66. Salary:

*Mark only one oval.*

Option 1

67. Start Date:

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*Example: January 7, 2019*

68. End Date:

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*Example: January 7, 2019*

69. Reason for Leaving (be specific):

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70. List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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#### Additional Information

71. An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to add any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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72. May we contact your present employer? \*

*Mark only one oval.*

Yes

No

73. Did you complete this application yourself? \*

*Mark only one oval.*

Yes

No

74. If not, who did?

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## APPLICATION FORM WAIVER - PLEASE READ CAREFULLY

In exchange for the consideration of my job application by Mortimer & Wallace Inc. (hereinafter called "the Company"), I agree t

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the posi applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, poli statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or imp contract of employment, or to confer any right to remain an employee of Mortimer & Wallace Inc., or otherwise to change in any respect the employment-at- will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Mortimer & Wallace In may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Compa may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I certify that the facts contained in this application are true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application. I understand that misrepresentation, falsification, or omission of fa called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact scho previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testin after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment r be based on the successful passing of job- related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Report Act.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further th at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

### 75. DIGITAL SIGNATURE OF APPLICANT \*

Please type your full legal name.

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### 76. Today's Date: \*

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*Example: January 7, 2019*

**Thank you for completing this application form and for your interest in our business.**

L.A. Grain is a subsidiary of Mortimer & Wallace Inc. and Los Angeles Harbor Grain Terminal.

L.A. Grain is an equal opportunity employer and offers a benefit program including medical, life insurance, a 401K retirement pla plus paid holidays, vacation and sick. Full details, eligibility requirements, and information on additional benefits are available fr the L.A. Grain Personnel Department.

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