



Farmers Cooperative Elevator Company

Pre-Employment Paperwork Packet

Non-DOT Positions

Pre-Employment Paperwork Packet Checklist

Listed below are all of the pre-employment documents included the candidate packet. When applying with the Company, please return all completed documents in the Return column at the same time.

If you would like to request a reasonable accommodation to complete any of these forms, please contact a Human Resources representative or the General Manager.

| Document | Return to Company | Applicant to Keep |
|---|-------------------|-------------------|
| <input type="checkbox"/> Employment Application | <i>Return</i> | |
| <input type="checkbox"/> Summary of Benefits | | <i>Keep</i> |
| <input type="checkbox"/> Drug-Free Workplace Policy | | <i>Keep</i> |
| <input type="checkbox"/> Drug-Free Workplace Acknowledgement and Drug Test Consent Form | <i>Return</i> | |
| <input type="checkbox"/> Fair Credit Reporting Act Disclosure and Authorization | <i>Return</i> | |
| <input type="checkbox"/> Summary of Your Rights Under the Fair Credit Reporting Act | | <i>Keep</i> |

** For current or future CDL license holders, further DOT-specific paperwork will be required at a later date.*



Farmers Cooperative Elevator Company

Employment Application

Non-DOT Positions

Farmers Cooperative Elevator Company ("Cooperative") is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, marital status, physical or mental handicap, arrest record or any other characteristic protected by federal, state and/or local laws. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. This application will remain effective for a period of thirty (30) days or until the position is filled.

If you would like to request a reasonable accommodation to complete this form, please contact a Human Resources representative.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Mobile Phone: _____ Email: _____

How do you prefer to be contacted regarding your employment application? Phone Call Text Email

Position Desired: _____

Date Available: _____ Hourly Rate/Salary Desired: _____

Are you presently employed? YES NO If yes, may we contact your employer? YES NO

If presently employed, why are you considering leaving? _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? *If you have any questions as to what functions are applicable to the position for which you are applying, please ask the interviewer or Human Resources before answering the question.*
 YES NO

Are you available to work: Days Nights Weekends
 Full Time Part Time
 Please explain: _____

How were you referred to the company? _____

Do you have any relatives who work for this company? YES NO

If yes, please list their name and work location: _____

Are you legally eligible to be employed in the United States? YES NO
Proof of eligibility will be required upon employment

Are you 18 years old or older? YES NO
Proof of age may be required

Have you ever worked for this company before? YES NO
 If yes, where? _____ When? _____ Title: _____

Supervisor: _____ Reason for leaving: _____

Have you ever been convicted of a crime? A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law. YES NO

If yes, explain: _____

Education

| | Name and Location of School | Course of Study | Number of years completed | Diploma or Degree Received |
|---------------------------------|-----------------------------|-----------------|---------------------------|----------------------------|
| High School | | | | |
| College or University | | | | |
| Trade, Business or other School | | | | |

Other education, training or special skills: _____

References

_____ (initial) I voluntarily consent to allow the company and any of its officers, employees or agents to check my references by contacting any person or entity whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character or personality.

Please list below the name of three persons not related to you, whom you have known for at least one year.

| Name | Occupation & Company | Relationship & # of years | Phone Number |
|------|----------------------|---------------------------|--------------|
| | | | |
| | | | |
| | | | |

Previous Employment

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Please include military service as work experience.

From: _____ To: _____ Company: _____

Job Title: _____ Reason for leaving: _____

Address: _____ Phone: _____

Duties: _____ Leaving Salary: _____

Supervisor: _____ May we contact? YES NO

From: _____ To: _____ Company: _____

Job Title: _____ Reason for leaving: _____

Address: _____ Phone: _____

Duties: _____ Leaving Salary: _____

Supervisor: _____ May we contact? YES NO

From: _____ To: _____ Company: _____
Job Title: _____ Reason for leaving: _____
Address: _____ Phone: _____
Duties: _____ Leaving Salary: _____
Supervisor: _____ May we contact? YES NO

From: _____ To: _____ Company: _____
Job Title: _____ Reason for leaving: _____
Address: _____ Phone: _____
Duties: _____ Leaving Salary: _____
Supervisor: _____ May we contact? YES NO

Disclaimer and Signature

I certify that the foregoing statements are true and correct. I authorize the Company to make investigation of my personal or employment history and authorize any present/former employer, person, firm, corporation, credit agency or government agency to give the Company any information they may have regarding me and I release the Company and all providers of information from any liability as a result of furnishing and receiving this information. I understand that failure to reveal any omission or misleading information by me can result in disqualification for employment consideration or, if hired, may be grounds for termination from the Company.

I further agree that, if employed, I will conform my conduct to the Company's rules, regulations and personnel policies. I understand that no personnel recruiter, interviewer or other representative other than an officer of the Company has authority to enter into any agreement for employment for any specified period of time and that any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract. I further understand that nothing contained in this application or the granting of an interview creates a contract for either employment or providing any benefit, and THAT I HAVE THE RIGHT TO TERMINATE EMPLOYMENT AT ANY TIME AND THAT THE COMPANY HAS THE SAME RIGHT.

Signature: _____ Date: _____



Farmers Cooperative Elevator Company

Summary of Benefits

The following benefits are offered to full-time employees who meet the eligibility criteria.

Temporary and/or part-time employees are ineligible for the Cooperative's benefit plans unless otherwise stated.

HEALTH INSURANCE

Agri-Business Benefit Group, Inc.

Provides the health benefits Farmers Cooperative Elevator Company. Blue Cross and Blue Shield of Kansas administers this benefit. The deductible is \$1,000 single/\$2,000 family. You will be eligible for health coverage the first of the month following 60 days of employment. Enrollment is optional, Farmers Cooperative Elevator Company pays 75% of the medical premiums and the employee pays 25% of the medical premiums.

DENTAL INSURANCE

Delta Dental of Kansas administers this benefit. You will be eligible for dental coverage the first of the month following 60 days of employment. Enrollment is optional, the employee pays 100% of the dental premiums.

ADVANCE GROUP LIFE INSURANCE

Provides a \$10,000 term life benefit. You will be eligible for this life insurance the first of the month following 60 days of employment. Farmers Cooperative Elevator Company pays 100% of the premium.

NATIONWIDE BASIC GROUP LIFE INSURANCE

This plan is written through Nationwide Employee Benefits. Coverage begins the 1st of the month following 60 days full-time employment for new employees. Included with this life insurance coverage ((\$20,000) is Accidental Death & Dismemberment. Enrollment is optional and the employee pays 100% of the premium.

NATIONWIDE VOLUNTARY TERM LIFE INSURANCE

Full time employees are eligible for Voluntary Term Life Insurance only if they are already enrolled in the Basic Group Life. Coverage begins the 1st of the month following 60 days employment for new employees. You may elect in increments of \$10,000, not to exceed 3 times your salary or \$100,000, whichever is less. Coverage for spouses may be made in increments of \$10,000 to a maximum of \$25,000 but may not exceed 50% of employee's approved election. Dependent children can be covered for \$5,000 each. Enrollment in this program is totally voluntary. Employees must pay 100% of the cost.

COLONIAL SUPPLEMENTAL INSURANCE

This benefit provides supplemental insurance options (Long Term Disability and Cancer) for employees. Enrollment is optional the employee pays 100% of any insurance they elect.

401K EMPLOYEE BENEFIT PLAN

This voluntary 401(k) plan permits you to defer a portion of your earnings on a pre-tax basis. There are eligibility requirements which include reaching age 18 and three (3) months of service. If an employee contributes to the 401(k) plan, the Coop will match 25 cents for each \$1.00, up to a maximum of \$1.00 for \$4.00.

COOP RETIREMENT PLAN

New employees will enter the Plan after accumulating 1,000 hours of service, provided that they are at least 21 years of age. You contribute a certain percentage of your pay to the plan. This percentage is determined by your employer and is automatically deducted from each paycheck you receive. Currently your mandatory contribution is 5% of your gross salary and is subject to change. Your entire Accrued Benefit becomes vested after five years of service.

VACATION

All full-time employees shall be entitled to the number of vacation days as outlined below: Employees will be paid at the rate of eight (8) regular hours for each day of vacation.

Beginning on the first day of the month following the month of employment, an employee will accrue vacation on the first day of each succeeding month through the following ten months of continuous employment to total six (6) days of vacation accrued in the first year of employment. Employees may not take vacation until after one full year of employment. Thereafter, on the first day of each anniversary date, the employee will accrue an annual vacation credit of as follows:

| <i>Continuous Employment</i> | <i>Annual Accrual</i> |
|-------------------------------------|------------------------------|
| 2 through 4 years | 12 workdays |
| 5 through 10 years | 15 workdays |
| 11 through 15 years | 17 workdays |
| 16 through 20 years | 19 workdays |
| After 20 years | 21 workdays |

SICK LEAVE

The Cooperative will provide paid sick leave benefits for employees who are absent from work due to illness, pregnancy or injury. After completion of six (6) months of continuous service, full-time employees will accumulate sick leave at the rate of eight (8) hours of sick leave for each calendar month worked until an employee has accumulated a total sick leave benefit of ninety (90) workdays or 720 hours.

OTHER NOTABLE BENEFITS:

- HOLIDAY PAY
- JURY DUTY PAY
- FUNERAL PAY
- UNIFORM COST SHARE PROGRAM

Farmers Cooperative Elevator Company

Drug-Free Workplace Policy (Summarized)

All applicants for employment: Please read carefully and keep for your records.

Farmers Cooperative Elevator Company (the "Cooperative") does not tolerate impaired performance due to substance use or abuse by its employees while on the job. The following is a summary of that policy. The policy in its entirety will be provided in the employee handbook at the time of hire, if applicable, or a copy of the full policy may be requested from Human Resources.

It is unlawful for any employee to manufacture, distribute, dispense, possess or use illegal drugs in the workplace. Adherence to the employer's drug-free workplace policy is a condition of your employment. The employer will take appropriate disciplinary action against any employee found to violate the employer's drug-free workplace requirements, and it is the established policy of the employer that any conduct or performance, in its view, which interferes with or adversely affects employment, including working under the influence of alcohol, drugs, or other comparable substances, or the manufacture, dispensing, distribution, possession or use of illegal drugs in the workplace is prohibited and is sufficient grounds for disciplinary action ranging from oral or written warnings to suspension or immediate termination of employment, or to satisfactory completion of an approved drug rehabilitation program.

Employees will:

- Abide by the terms of this Cooperative's drug and alcohol testing policy.
- Submit to required testing as applicable:
 - **Pre-Employment Testing**
 - **Reasonable Suspicion**
 - **Random Testing**
 - **Post-Accident Testing**
 - **Return-to-Duty**
 - **Follow Up Testing**
 - **Scheduled Periodic Testing**

The Cooperative will, in accordance with state laws and DOT regulations, conduct drug and alcohol-testing which is required for all CDL drivers. CDL drivers will also be subject to random testing while they are employed with the Cooperative.

An employee who refuses to consent and submit to a test when requested will be subject to disciplinary action including termination pursuant to the Cooperative's discipline policy.

Additional information regarding authorized affiliated testing facility policies and procedures is available and can be obtained by contacting Human Resources.

Farmers Cooperative Elevator Company

Drug-Free Workplace Acknowledgement and Drug Test Consent Form

I acknowledge the receipt from Farmers Cooperative Elevator Company ("the Cooperative") of a copy of the DRUG-FREE WORKPLACE POLICY, either in summary or in full, and state that I have read and understand and agree to abide by the policy.

CONSENT FOR PRE-EMPLOYMENT, RANDOM, REASONABLE SUSPICION, POST-ACCIDENT, SAFETY SENSITIVE, SCHEDULED PERIODIC, OR FOLLOW UP DRUG TEST SCREEN AND RELEASE

I hereby CONSENT to allow the Cooperative and its designated agents and representatives to take a specimen of my hair, urine, or blood and submit it for a pre-employment, random, reasonable suspicion, post-accident, safety sensitive, scheduled periodic or follow up drug test screen. I FURTHER CONSENT to allow the laboratory testing service to make the results of such screen available to the prospective or current employer.

In consideration for such services being rendered on my behalf, I hereby RELEASE the laboratory testing service, its officers, agents, and employees, from any and all claims which I might otherwise have due to such results being made so available. I hereby CONSENT NOT TO FILE ANY ACTION at law or in equity against the Cooperative, the laboratory testing service, their respective officers, agents or employees in connection with the results of such screen being made so available, and I hereby agree to INDEMNIFY and SAVE HARMLESS the Cooperative, the laboratory testing service, their respective officers, agents, and employees from all damages, expenses, reasonable attorney's fees, and costs of court which they or any of them may suffer or incur, jointly or severally, due to the results of such screen being made so available.

The language used in this consent form is not intended to create nor shall it be construed to constitute a contract of employment with any one or all of its employees. All employees shall retain the right to terminate their employment at any time and the Cooperative has the same right.

Signature of applicant _____ Date _____

Print Name _____

Social Security Number _____

Farmers Cooperative Elevator Cooperative

FCRA Disclosure and Authorization

All applicants for employment: Please read carefully before signing below.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Farmers Cooperative Elevator Company ("the Cooperative") is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, marital status, physical or mental handicap or arrest record or any other status protected by law. The information provided by the applicant to perform a pre-employment background check is only used for the purpose of identifying the applicant so a check may be performed. By this document, the Cooperative discloses to you that a consumer/investigative report containing information as to your character, general reputation, personal characteristics, prior employment, military record, education, credit worthiness, credit standing, credit capacity character, general reputation, motor vehicle records, personal characteristics, criminal background, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a copy of any report about you.

ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge receipt of the Disclosure Regarding Background Investigation and A Summary of Your Rights Under the Fair Credit Reporting Act and certify that I have read and understand both of these documents.

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize the Cooperative and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security Number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citation and registration; and any other public records.

I authorize the Cooperative the complete release of these records or data pertaining to me that an individual, Cooperative, firm, corporation or public agency may have. I agree that a photocopy of this authorization can be accepted with the same authority as the original.

Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report at no charge if one is obtained by the Cooperative.

By signing below, I also acknowledge that pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

Last Name: _____ First Name: _____ Middle Initial: _____

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ State of Driver's License: _____

Present Address: _____

Signature of applicant: _____ Date: _____

If applicant is under 18 years of age:

Name of Parent or Legal Guardian (please print): _____

Signature of Parent or Legal Guardian: _____ Date: _____

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.
- In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information if has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the list these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your Federal rights contact:

| TYPE OF BUSINESS: | CONTACT: |
|--|--|
| 1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB: 2. To the extent not included in item 1 above: a. National banks, federal savings associations and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions | a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357 a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center PO Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut St., Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314 Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590 |
| 3. Air carriers | Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423 |
| 4. Creditors Subject to Surface Transportation Board | Nearest Packers and Stockyards Administration area Supervisor Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416 |
| 5. Creditors Subject to Packers and Stockyards Act, 1921 | Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549 |
| 6. Small Business Investment Companies | Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090 |
| 7. Brokers and Dealers | FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357 |
| 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations | |
| 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above | |