



CARDINAL ETHANOL, LLC

Employment Application

Please PRINT all information requested except signature

Please mail completed application to:
1554 N. 600 E., Union City, IN 47390
or Fax application to: (765) 964-3349

OFFICE USE ONLY
Date Received:
Reviewed By:

PLEASE COMPLETE ALL PAGES.

APPLICANT INFORMATION

Name: _____
(First) (Middle) (Last) (Maiden)

Present Address: _____
(Street) (City) (State/Zip)

Phone: _____ Email Address: _____

Date Available: _____ Desired Salary: _____ Social Security Number: _____

Position Applied For: _____

Please Circle One:
Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for this company? YES NO If so, when? _____
Have you ever been convicted of a felony? YES NO If yes, explain: _____

DO YOU HAVE A DRIVER'S LICENSE? YES NO

What is your means of transportation to work? _____

Driver's License Number: _____ State of Issue: _____ Any Special Designation? (CDL, Chauffeur, etc.) _____

Expiration Date: _____

Have you had any traffic accidents during the past three years? YES NO How many? _____

Have you had any moving violations during the past three years? YES NO How many? _____

EDUCATION

High School: _____ Address: _____

From: _____ To: _____ Did you Graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you Graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you Graduate? YES NO Degree: _____

REFERENCES

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

CURRENT/PREVIOUS EMPLOYMENT

Company: _____ Phone Number: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your current supervisor for a reference? YES NO

Company: _____ Phone Number: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone Number: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

OTHER

Did you complete this application yourself? YES NO If not, who did? _____

After reviewing the attached job description, please indicate if you are able to perform the essential functions of the job for which you have applied YES NO If you answered "NO", please identify those job functions that you cannot perform. If a reasonable accommodation is required to enable you to perform the job properly and safely, please describe:

APPLICATION FORM WAIVER

PLEASE READ CAREFULLY

As indication that you have read and understood each sentence, please write your initials in the spaces provided below.

In exchange for the consideration of my job application by Cardinal Ethanol, LLC (hereinafter called "Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manual, benefit plans, policy statements, and the like as they may exist for time to time, or other Company practices, shall serve to create an actual or implied contract of employment, _____ or to confer any right to remain an employee of Cardinal Ethanol, LLC 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 Owner/Managing Member of the Company. _____ Both the undersigned and Cardinal Ethanol, LLC may end the employment relationship at any time, without specified notice or reason. _____ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits. _____

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

I understand that, as a condition of employment, a medical examination and a drug screen may be required. _____

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 Reporting Act. _____

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party. _____

Signature of applicant: _____ **Date:** _____

Cardinal Ethanol, LLC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Cardinal Ethanol, LLC depends solely on your qualifications.

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