

Application for Employment

(2011)

Melon Acres, Inc.
 P.O. Box 100
 Oaktown, IN 47139
 (812) 833-7000

www.melonacres.com
 an equal opportunity employer

Name:
Address:
City, ST Zip:
Phone:

EDUCATION	School, Location	Years Attended	Graduation Date
High School			
College			
Trade School			
Other schooling			

EMPLOYMENT Dates	Previous Employer Address	Position Held	Reason for Leaving

REFERENCES Name	Address	Phone	Years Acquainted

SPECIAL SKILLS	Please list your experience/ability/knowledge level in these areas.
Experience in horticulture/fruit/flower/vegetable production.	
Operating a cash register/ Retail experience	
Customer Service/ Communication skills	

SPECIAL SKILLS	Please list your experience/ability/knowledge level in these areas.
Teaching Experience/ Ability to relate to children	
Operating of tractors, farm equipment, etc.	
Concessions/ Food Service	
Any other skills that are relevant.	
HOBBIES/ACTIVITES	
Please list your pastimes.	

POSTION RELATED INFORMATION	
Most positions require lifting 30-50lbs several times daily. Can you perform that task? Y N	
Most positions require continual walking and standing. Can you perform that task? Y N	
Positions may require you to work outside which may include occasional rainy or cold weather, as well as, exposure to fields, weeds, straw, etc. Can you work in that environment? Y N	
Which position(s) are you applying for: (Descriptions are general. Duties include but not limited in each position. Training is provided for all positions. Melon Acres's is a family work environment. Most employees find they get to enjoy a variety of roles during their time with us.) Salary is commensurate with education and experience.	
<input type="checkbox"/> Farm Labor: Transplanting of fruit crops, laying plastic mulch, fruit and vegetable packing, trickle irrigation set up and maintenance, and general cleaning/maintenance of farm equipment. Laborer needs to have a valid drivers license. Farm equipment and forklift operating experience is preferred. This position would require working seven days per week in March- October. Please send resume and/or questions to Tom at tom@melonacres.com	
<input type="checkbox"/> Equipment Operator: (Full Time) Maintaining farm equipment, planting row crops, operating commercial type sprayers, and general fieldwork. Some farming background is required along with a position education of an associate degree. This position would require working seven days per week in the months of March- October. Please send resume and/or questions to Tom at tom@melonacres.com.	
<input type="checkbox"/> Accounts Receivable Manager: Maintain an up-to-date customer list, prepare, file and mail invoices, post payments received, contact customers, with late/outstanding payments, maintain all files related to accounts receivable, investigate discrepancies between payments received versus invoiced, create reports as requested by management, and communicate with shipping office daily. The manager should have experience with Quick Books accounting software and an associate degrees is preferred. Please send resume and/or questions to Carrie at carriesmith@avenuebroadband.com.	
<input type="checkbox"/> Time Management Assistant: Clock, migrant workers in/out daily, communicate with farms managers, assist the hacienda manager, perform all nessary duties to ensure accurate times are kept for each worker, take care/improve time management equipment, and upload/verify all information to the payroll officer. The assistant should have good computer skills and be fluent in both English and Spanish. The position requires seven days per week in months of April- October. Please send resume and/or questions to Autumn at Melon Acres, Inc. autumn@melonacres.com	

AVAILABILITY: please mark on chart below when you can work each week.
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herin and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment if for no definite period and may regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

Signature _____ Date _____

Name _____ Date _____

Days Available

Check the days you are available to work.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday