



**T.C. TRADING COMPANY**

1755 Boblett Street, Blaine, WA 98230  
360.332.5656 ♦ Fax: 360.332.8041

# Warehouse Seasonal Positions EMPLOYMENT APPLICATION

★ Seasonal Employment Timeline: April – October, 2017

<b>Today's Date:</b>	<b>PLEASE CHECK ALL DESIRED SHIFT DAYS AND TIMES</b>			
<b>SHIFTS AVAILABLE:</b>	<u><b>Monday-Friday:</b></u> 6:00 a.m. - 2:30 p.m. 2:00 p.m. - 10:30 p.m.	<u><b>Tuesday- Saturday:</b></u> 6:00 a.m. - 2:30 p.m. 2:00 p.m. - 10:30 p.m.	<u><b>Sunday - Thursday:</b></u> 6:00 a.m. - 2:30 p.m. 2:00 p.m. - 10:30 p.m. 10:00 p.m. - 6:30 a.m.	<u><b>Thursday – Monday:</b></u> 6:00 a.m. - 2:30 p.m. 2:00 p.m. - 10:30 p.m.
*Overtime may be required without prior notice *				
Are you available from April – October, 2017 <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what dates are you NOT available?				
Are you a <b>Former</b> employee of T.C. Trading Company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			How did you learn about T.C. Trading Company's job openings?	
<b>APPLICANT INFORMATION</b>				
Legal First Name		Legal Last Name		M.I.
Permanent Address			Apartment/Unit #	
City	State	Zip	How long at this address?	
Phone	Cell:	Email		
Are you under the age of 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Parent /School Authorization form must be submitted with this application. See HR department for more information.</i>		<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> U.S. Permanent Resident Resident Alien Number: _____ Date Granted: _____		
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:				
Do you have any impairment, physical or mental, which could interfere with the job for which you have applied? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:				
Have you ever been convicted of a felony? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Date and Year: _____ <b>Please Note: All Employees Must Pass a National Background Check issued by the U.S. Customs/Homeland Security Office</b> If yes, please explain:				

**WAREHOUSE KNOWLEDGE AND EXPERIENCE (BE DETAILED):**

- Working in a warehouse setting. Where: \_\_\_\_\_ Yrs/Mo: \_\_\_\_\_
- Familiar with Warehouse Inventory Mgt. System - Specify Type: \_\_\_\_\_
- Receiving product in a warehouse. Where: \_\_\_\_\_ Yrs/Mo: \_\_\_\_\_
- Picking orders for shipment. Where: \_\_\_\_\_ Yrs/Mo: \_\_\_\_\_
- Loading and unloading trucks. Where: \_\_\_\_\_ Yrs/Mo: \_\_\_\_\_
- Lifting 80lb boxes on a consistent basis. Where: \_\_\_\_\_ Product: \_\_\_\_\_
- Working in a cooler/ freezer (-5 to 30 degrees). Where: \_\_\_\_\_. If not, are you willing? **Y** **N**
- Being a part of a warehouse team. Where: \_\_\_\_\_ Were you a team leader? **Y** **N**
- Driving a fork lift. Where: \_\_\_\_\_ Yrs/Mo: \_\_\_\_\_ Are you certified? **Y** **N**
- Experience working with warehouse equipment Please list:

**EMPLOYMENT HISTORY**

Company		City/State	
Supervisor Name/Title		Phone Number(s)	
		Email Address:	
Job Title		Starting Pay Rate \$	End Pay Rate \$
Job Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Company		City/State	
Supervisor Name/Title		Phone Number(s)	
		Email Address:	
Job Title		Starting Pay Rate \$	Ending Pay Rate \$
Job Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Company		City/State	
Supervisor Name/Title		Phone Number(s)	
		Email Address:	
Job Title		Starting Pay Rate \$	Ending Pay Rate \$
Job Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**TWO PROFESSIONAL REFERENCES (Please include a former supervisor with current contact number)**

Full Name	Professional Relationship (i.e., Supervisor, Owner, etc...)
Company	Phone Number(s)
	Email Address:

Address/City/State

Full Name	Professional Relationship (i.e., Supervisor, Owner, etc...)
Company	Phone Number ( )
	Email Address:

Address/City/State

**COMPUTER/ADMINISTRATIVE/CUSTOMER SERVICE KNOWLEDGE:****(Please check all that apply)**

Experience working in an office setting?  No  Yes If yes, where: \_\_\_\_\_ months/yrs \_\_\_\_

Computer/Office Equip. Knowledge: (Please check):  Outlook  MS Word  Excel  Access  Publisher  QuickBooks

Keyboarding  10 Key Calculator  Filing  Multi-Line Phone System  Data Entry  Customer Service

Experience working with clients and vendors? Please explain your role? \_\_\_\_\_

\_\_\_\_\_

**EDUCATION/PROFESSIONAL TRAINING**

High School Diploma?  Yes  No If yes, date completed: \_\_\_\_\_ Location: \_\_\_\_\_

GED?  Yes  No If yes, date completed: \_\_\_\_\_ Location: \_\_\_\_\_

Name of College	City / State	From/To	Did you graduate?	Degree/Certificate Earned

**Please list any specialized work training or job skills certificates earned, including year.**

**Have you received any notable awards or recognition at a former job? If so, please list.**

**★DISCLAIMER AND SIGNATURE**

- I understand that I will be required to provide documentation showing authorization to work in the United States.
- I certify that I am not engaged in any activity or business that could be considered in conflict with T.C. Trading Company’s interest nor will I become engaged in such activity or business if employed.
- I understand that all application materials become property of T.C. Trading Company and will not be returned.
- I understand if offered employment with T.C. Trading Company (Certified Bonded Warehouse Facility), I must successfully pass a criminal background check conducted by T.C. Trading Company and the Department of U.S. Customs and Border Protection as well as a pre-drug and alcohol screening test. Failure to pass will result in immediate termination of employment.
- I understand if hired for a warehouse position, I must come equipped to work in a warehouse environment. I will come to work prepared wearing steel toed boots and dressed in my issued PPE gear required for this position. In addition, all Personal Protection Equipment (PPE) such as gloves, freezer suits, and hats issued out by T.C. Trading Company must be returned in good condition at end of my employment, otherwise a fine will be issued.
- I understand that attendance and completing my work is critical to the success of our customers and my co-workers. And, that overtime is sometimes required without prior notice if a customer’s order isn’t completed by the end of my shift.

**I certify that my answers on this application are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from employment.**

**Name (Signature)**

**Date**

Federal and state law requires that all applications be considered without regard to race, religion, gender, age, or national origin. T.C. Trading Company believes in and fully supports the principle of equal employment opportunity and strives to fulfill this obligation to the fullest.

**To be considered for a seasonal position, please mail, fax, scan to email, or deliver this employment application to:**

**T.C. TRADING COMPANY**

**ATTN: KAREE WINTERS, HUMAN RESOURCES DEPARTMENT**

1755 Boblett Street, Blaine, Washington 98230.

Email address [employment@tctradingcompany.com](mailto:employment@tctradingcompany.com) or Fax: 360.332.8041

**Seasonal Employment Questions**

360.332.5656

Karee Winters

Human Resources Department