



Warehouse Seasonal Positions EMPLOYMENT APPLICATION

★Seasonal Employment Timeline: March, 2018 – September, 2018

Today's Date:	<input checked="" type="checkbox"/> I am interested in the following shifts and times:		
Positions Available: Warehouse Associates Forklift Drivers Loaders	DAY SHIFTS/TIMES:		SWING SHIFT/TIME:
	<input type="checkbox"/> Monday – Friday 6:00 a.m. – 2:30 p.m.	<input type="checkbox"/> Tuesday - Saturday 6:00 a.m. – 2:30 p.m.	<input type="checkbox"/> Monday – Friday 3:00 p.m. – 11:30 p.m.
	<input type="checkbox"/> Wednesday - Saturday 10:00 a.m. – 8:30 p.m.	<input type="checkbox"/> Thursday – Sunday 10:00 a.m. – 8:30 p.m.	NIGHT SHIFTS/TIMES:
	<input type="checkbox"/> Friday – Monday 10:00 a.m. – 8:30 p.m.	<input type="checkbox"/> Sunday – Thursday 5:00 p.m. – 1:30 a.m.	
	<input type="checkbox"/> Sunday – Thursday 6:00 a.m. – 2:30 p.m.	ROTATING 10-HOUR SHIFTS (4 DAYS ON/OFF)	
		<input type="checkbox"/> Rotating 10-hour Shifts 6:00 p.m. – 4:30 a.m. (4 days on/off)	
	<input type="checkbox"/> Please consider me for ALL shift and times		
Are you available from March – September, 2018 <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you only interested in part-time employment? Y N	
If no, what dates are you NOT available?		If so, what are your available hours? _____	
Are you a <u>Former</u> 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?	
APPLICANT INFORMATION			
Legal First Name		Legal Last Name	Alias Name(s)
Permanent Address			M.I.
City		State	Zip
Phone		Cell:	Email
Are you under the age of 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> U.S. Citizen	
<i>Parent /School Authorization form must be submitted with this application. See HR department for more information.</i>		<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: _____			
Please Note: All Employees Must Pass a National Background Check issued by the U.S. Customs/Homeland Security Office			
If yes, please explain:			

WAREHOUSE KNOWLEDGE AND EXPERIENCE (BE DETAILED):

- Worked in a warehouse setting. Where: _____ Yrs/Mo: _____
- Familiar with Warehouse Inventory Mgt. System - Specify Type: _____
- Received product in a warehouse. Where: _____ Yrs/Mo: _____
- Picked orders for shipment. Where: _____ Yrs/Mo: _____
- Loaded and unloaded trucks. Where: _____ Yrs/Mo: _____
- Can lift 80lb boxes on a consistent basis. Where: _____ Product: _____
- Worked in/out of cooler/ freezer (-5 to 30 degrees). Where: _____. If not, are you willing? Y N
- Supervisory Experience. Where: _____ How long? _____
- Experience driving a fork lift. Where: _____ Yrs/Mo: _____ Are you certified? Y N
- Experience working with warehouse equipment. Please list: _____
- Do you have commercial driving experience? If yes, are you certified Class A CDL? Yes No

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/WAREHOUSE OFFICE SUPPORT/CUSTOMER SERVICE KNOWLEDGE:

(Please check all that apply)

Worked in warehouse office setting? No Yes If yes, where: _____ months/ yrs _____

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

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

Experience working with clients and/or 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

What appeals to you most about working at T.C. Trading Company? Where do you think you'll need the most training?

Do you have specialized work training or job skills that can contribute to your job at T.C. Trading Company?

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.
employment@tctradingcompany.com
Fax: 360.332.8041

Seasonal Employment Questions

360.332.5656, x1049
Karee Winters, HR Assistant