



## Warehouse Seasonal Positions EMPLOYMENT APPLICATION

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

<b>Today's Date:</b>	<input checked="" type="checkbox"/> I am interested in the following shifts and times:		
<b>Positions Available:</b> Warehouse Associates Forklift Drivers Loaders	<b>DAY SHIFTS/TIMES:</b>		<b>SWING SHIFT/TIME:</b>
	<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.	<b>NIGHT SHIFTS/TIMES:</b>
	<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.	<b>ROTATING 10-HOUR SHIFTS (4 DAYS ON/OFF)</b>	
		<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 If no, what dates are you NOT available?		Are you only interested in part-time employment? Y N 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?	
<b>APPLICANT INFORMATION</b>			
Legal First Name		Legal Last Name	
Permanent Address		Alias Name(s)	
City		M.I.	
State		Apartment/Unit #	
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 warehouse job for which you have applied? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain: _____			
Do you have an active commercial driver's license (Class A-CDL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long? _____			
Do you have any chargeable DOT reportable accidents within the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**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

Please read the following disclaimer and sign below:

- 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 (a Certified Bonded Warehouse Facility), I must successfully pass a criminal background check and a pre-employment drug and alcohol test. A listed felony and/or failure to pass a drug test may 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.

**Send, fax, scan, or email employment application to:**

**T.C. TRADING COMPANY**  
**Human Resources Department**  
**Attn: KAREE WINTERS**

1755 Boblett Street, Blaine, Washington 98230.  
[employment@tctradingcompany.com](mailto:employment@tctradingcompany.com) | Fax: 360.332.8041



**Seasonal Employment Questions?**

360.332.5656, x1049

Karee Winters, HR Assistant