



150 Willis Road, York, PA 17404
 Phone: 717.424.2813 or 717.515.4799

Email: yorkfreshfoodfarms@gmail.com or yorkfreshproduce@gmail.com Website: <http://yorkfreshfoodfarms.org>

Application for Employment

Date:

Personal Information

Full Name:	Social Security #:
Address:	If under 18, state age:
Home Phone:	Birthdate:
Mobile Phone:	
Email:	
Your Facebook & other social media pages:	
Emergency Contact #1 name:	Phone:
Emergency Contact #2 name:	Phone:

Employment Desired

Position applying for:	
What experience do you have for position applying for:	What days and hours are you available to work?
How many hours per week can you work?	What months are you available to work?
When are you available to start work?	Can you work on Saturdays?

Education

Type of School	Name of School	Location	Years Completed	Major/Degree
High School				
Business/Technical				
College				
Professional/Graduate				
Other training, certifications				

Work Experience

Please list your work experience for the past 5 years starting with the most recent. Use an extra page if needed.

Employer name:	Employment dates:
Employer address:	
Employer phone number:	Name of last Supervisor:
Job title:	Reason for leaving:
Duties:	

Employer name:	Employment dates:
Employer address:	
Employer phone number:	Name of last Supervisor:
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References

Please list 3 persons, not related to you, who have knowledge of your work and/or personal qualifications

Name:	Occupation:
Address:	Employer:
Phone:	Email:

Name:	Occupation:
Address:	Employer:
Phone:	Email:

Name:	Occupation:
Address:	Employer:
Phone:	Email:

Employment Questions**Yes****No**

Are you currently employed?		
May we contact your present employer?		
Did you complete this application yourself?		
If not, who did?		
If hired, can you provide proof of U.S. citizenship or proof of legal right to live and work in the USA?		
Do you have any friends or relatives employed by York Fresh Food Farms?		
If yes, please provide their name and relationship to you.		
Do you have a valid driver's license?		
If hired, would you have a reliable means of transportation to and from work?		
Are you physically fit and able to lift 50 pounds?		
Are you able to perform the essential functions and duties of the job for which you are applying?		
If not, please describe the functions or duties you are unable to perform:		

Additional Information

Please use this space to tell us about any other training, education, skills, qualifications or interest that you feel should be considered

To York Fresh Food Farms: My answers are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge.

Signature of Applicant: _____ Date: _____

York Fresh Food Farms Employment Policies & Procedures & Employee Photo Release

Schedule, Time Attendance, Meetings, Lateness.

- York Fresh Food Farms uses ezClocker, an easy-to-use time attendance app to clock in and out. This mobile time clock allows employees to use their iPhone or Android devices to clock in or out of work, review their timesheets and observe their upcoming shifts.
- Employees will have their assignments listed on the bulletin board or white board located in the Prep Area. If changes occur on short notice, employees will be contacted via a phone and/or text.
- On very hot days, farm hands may be asked to start earlier to work when it's cooler.
- Meetings are mandatory and paid. Dates will be announced to allow ample time for scheduling. Farm hands will have weekly team meetings to update, share, and offer suggestions.
- Neither sick days nor vacation days are paid. Finding coverage for absent employees is very difficult, so please provide as much notice as possible if you must be absent for any reason.
- In fairness to all team members and the exigencies of our farm and market operations, lateness is taken very seriously. Employees must notify their supervisor promptly by phone or text if they will be late for work. Termination may result from repeated lateness.
- Unless otherwise directed, employees are not to park their cars at 150 Willis Road. Parking for the employees will be available in the Parkway Farmstand upper parking lot.

Inclement Weather.

- Regardless of the weather (rain, wind, snow, etc.), employees are expected to report for work on time unless your supervisor communicates otherwise. Supervisors will use their best judgment on whether to cancel a market stop or farm work for the day. Heavy rain, thunder/lightening or sustained high winds merit cancellation.
- For market staff, if after arriving at a market stop the weather is or becomes questionable, employees are to consult with their supervisor by phone or text, based on the severity of the weather, whether to set up or leave the market early.

Cell Phone Use, Photos.

- While at work, personal cell phone use (except for taking photos, see below) is only permitted on breaks (for farm hands) or when no market customers are in sight (for market staff). Repeated inappropriate cellphone use may result in termination.
- All personal conversations should end when a customer is within earshot. The customer should be your number one priority. Use of profanity in the presence of customers will not be tolerated.
- We encourage employees to take and share photos at the markets and while working at the farm. Please have every person who can be identified in a photo sign a photo release form. We will be giving prizes for outstanding photos that York Fresh Food Farms can use on social media.

Proper Attire. Personal Tools.

- Virtually all work is outdoors. Please dress for the weather. Bring a water bottle and stay hydrated. We will have a cooler in the Prep Area where employees can fill water containers.
- Farm hands may be assigned a harvesting knife, Felco pruning shears or other hand tools. Each tool is identified with a number or a letter. You are responsible for taking care of tools

issued to you. If you lose a tool, we will supply you with another one, but you will have to pay for it.

- Please use the storage bin assigned to you in the Prep Area to store your personal belongings, tools, gloves, etc.
- Market staff are expected to arrive at work neat and clean, in clothes that are free of rips and tears. Shorts must be modest in length and shirts must cover undergarments and meet pants waist. Shoes or boots must fasten. No open toed shoes, sandals or flipflops. Bring a hat: when working in the sun wear a hat. Long hair must be pulled back.
- Farm hands: wear clothes that you don't mind getting dirty. Please wear close-toed shoes or boots. No open toed shoes, sandals or flipflops. Bring a hat. When working in the sun wear a hat. Bringing and using sunscreen is a good idea. We will supply work gloves for farm hands. Please wear gloves when working to protect your hands.

Food, Beverages, Smoking, Drugs and Alcohol.

- The Farm locations and market stops are all **smoke free zones**.
- Market staff should refrain from consuming fast food, junk food and/or sugar-sweetened beverages at the markets.
- Alcohol and/or drug use and/or possession of alcohol, drugs or guns in the workplace will not be tolerated. Any violation will lead to termination.

Safety, Food Safety, Sanitation.

- Safety is very important to York Fresh Food Farms and our goal is to do everything in our power to provide a safe work environment for our employees. There are first aid kits at all York Fresh Food Farms' locations and vehicles. Please make sure you know where the first aid kits are. We welcome your suggestions for how we can make our farm and markets safer places to work, please let your supervisor know.
- All injuries or accidents occurring while on the job, regardless how minor, must be reported immediately to your supervisor. The failure to report an injury or accident immediately after its occurrence may result in denial of liability for workers' compensation benefits.
- Except for Mobile Produce Market customers walking to a market stop with his/her pet, pets are not permitted on any farm locations or at market stops.
- We are producing food. Accordingly, we need to keep things clean. Given that we are also working with dirt, keeping things clean poses a special challenge. We all need to strive for "Clean as a Kitchen."
- Wash hands at the beginning of your shift.
- All market staff should use disposable food service gloves while handling food at the mobile markets.
- York Fresh Food Farms is Food Service Modernization Act certified and is required to sanitize all tools, hard surfaces, and harvest baskets upon completion of a day's work. Logs are then initialed and dated by person(s) performing such tasks.

Parking, Driving, Accidents.

- York Fresh Food Farms requires its employees to have clean driving records, and all employee drivers must sign the PennDOT form for requesting a driver's license history and be listed as a driver with our insurer.
- If you are a driver, you are expected to follow good and safe driving practices and obey all traffic laws at all times.

- Only employees are permitted to drive or ride in market or farm vehicles.
- All injuries or accidents occurring while on the job, regardless how minor, must be reported immediately to your supervisor. The failure to report an injury or accident immediately after its occurrence may result in denial of liability for workers' compensation benefits.

Vegetables.

- Market staff are encouraged to sample each new item of produce that comes into the market during the season so you can describe it to the customers.
- Employees may take second quality York Fresh Food Farms' grown produce and produce when there is an excess above demand for free for personal consumption. What is available for free will be posted in the Prep Area, identified and segregated in the walk-ins.
- Produce that York Fresh Food Farms purchases from other farms or a wholesaler, may be purchased at the current Mobile Produce Market price by employees for personal consumption, provided there is enough for the markets. If there is any question about being enough for the markets, please clear your purchase with your supervisor.
- Personal consumption is defined as: your own consumption and others in your household.

Sexual Harassment Will Not Be Tolerated.

- York Fresh Food Farms values all our employees and wants them to feel comfortable coming to work every day. Sexual harassment can make the farm a place that you or your fellow workers feel uncomfortable and want to avoid rather than participate enthusiastically.
- Sexual harassment is not only unfriendly, and unproductive, it is illegal. We will not tolerate sexual harassment and employees who practice sexual harassment will be disciplined or terminated.

Employee Photo Release.

I consent to and allow York Fresh Food Farms, its agents, representatives, employees, officers, volunteers, sponsors and/or others (a) to take photographs and/or video of me and (b) to use, reproduce and distribute any and all images, photographs, video and/or audio of me. I understand that York Fresh Food Farms will own the images, photographs, video and audio and the right to use, reproduce, distribute, sell, assign, transfer or exhibit, for profit or otherwise, such photographs, images, video and audio, as well as the right to edit them or prepare derivative works, for the purposes of promotion, advertising, public relations or education. I hereby consent to York Fresh Food Farms' use of my name, likeness and/or voice, and I agree that such use will not result in any liability to York Fresh Food Farms for payment to any person or entity whatsoever.

I have read and understand York Fresh Food Farms' employment policies as outlined above and agree to the terms of the above employee photo release.

Name

Date