



Excalibur Seasoning Company, Ltd. | 1800 Riverway Drive, Pekin, IL 61554 | (800) 444-2169 | [excaliburseasoning.com](http://excaliburseasoning.com)

Dear Applicant,

Thank you for your interest in our company. Please note there are five pages total in this file (including this letter). To expedite your application, please read the instructions below.

If you have any questions or need any assistance, please email [careers@excaliburseasoning.com](mailto:careers@excaliburseasoning.com) or call the Human Resources Department at: (309) 347-1221 ext. 6014.

Sincerely,  
Human Resource Department

**Instructions:**

- Save the pdf file to your desktop or computer
- Open the pdf file via Adobe Reader
- Fill out the form as completely as possible
- Upon completion, save the file using the “Save As” function and rename the file
- Make sure “Format” option is selected as “Adobe PDF”
- Email your completed form and other pertinent information (i.e., your resume, salary history and your thoughts on why you would like to work with Excalibur Seasoning using your email program to [careers@excaliburseasoning.com](mailto:careers@excaliburseasoning.com)

**Other options to submit your application:**

Fax to: 309.347.1001 or Mail to:  
Excalibur Seasoning Company Ltd.  
Attention: Human Resource Department  
1800 Riverway Drive  
Pekin, IL 61554



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## Employment Application Form

Date: \_\_\_\_\_ Referred by: \_\_\_\_\_ Date Available: \_\_\_\_\_

**Only fully completed applications will be considered.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you 18 years or older? \_\_\_\_\_ Are you eligible to be lawfully employed in the U.S.? \_\_\_\_\_

Have you ever been employed by an Excalibur Seasoning Company Yes \_\_\_ No \_\_\_

If yes, date of employment: \_\_\_\_\_

### List hours of availability:

Sun \_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_

Position Desired: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

### Education and Skills:

High School: \_\_\_\_\_

Graduated?  
 Yes  No

Technical School: \_\_\_\_\_

Graduated?  
 Yes  No

College/University: \_\_\_\_\_

Graduated?  
 Yes  No

### Course of Study:

\_\_\_\_\_

Are you experienced in using personal computers?  Yes  No  PC  Mac

Are you able to use Microsoft Word or Excel? \_\_\_\_\_

What other programs are you capable of using? \_\_\_\_\_

Other education, training, or special skills: \_\_\_\_\_

\_\_\_\_\_



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Please list your work experience for the past 10 years beginning with your most recent. Include all information for each employer and attach additional sheets if necessary.

**Company** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

**Company** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

**Company** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_



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Have you ever served in the armed forces? Yes \_\_\_ No \_\_\_

Can you perform the essential functions of the position you're applying for, with or without reasonable accommodation? Yes \_\_\_ No \_\_\_

Do you have a reliable method of getting to work? Yes \_\_\_ No \_\_\_

**Please list professional and personal references aside from family members.**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **DRUG ABUSE POLICY**

To provide a safe and healthy workplace free from drug abuse, Excalibur Seasoning Company Ltd. Practices mandatory drug testing for pre-employment, post-accident, reasonable suspicion and random drug screening. Applicants who are being offered employment will be required to undergo a drug test as part of the employment application process. A positive test result will make an applicant ineligible for employment.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Excalibur Seasoning Company Ltd., Inc. is an Equal Opportunity Employer and does not discriminate based on age, ancestry, race, religion, color, sex, national origin, citizenship, marital status, disability, arrest and court record, sexual orientation or other grounds protected under local, state, and federal laws, except where a bona fide occupational qualification exists.



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**PLEASE READ CAREFULLY BEFORE SIGNING**

- By my signature below, I promise that the information provided in this employment application (and accompanying resume or documentation) is true and complete, and that any false or misleading information or omissions may disqualify me from further consideration for employment and may lead to my immediate discharge from employment if discovered at a later date.
- I authorize the Company and its Agent to fully investigate my personal and employment history and authorize all my employers (person, firm or corporation), personal references, school, government agency and another entity to provide the Company with any information, including fact or opinion, that they may have regarding me. I release the Company and all providers of any information from any liability as the result of furnishing and receiving this information. I understand and agree that if offered employment, any such employment offer shall be dependent upon the receipt of satisfactory references as determined by Excalibur Seasoning Company Ltd.
- I authorize the Company to provide truthful information regarding my employment to any potential or future employer and release and waive any claims against the Company for truthfully communicating any such information to a potential or future employer.
- I understand that this application does not create a contract of employment, and that, if hired, I am obliged to comply with all current and subsequently adopted Company policies.
- I understand that the Company has the right to modify, amend or terminate policies, benefit plans, and other Company programs within the limits and requirements imposed by law.
- I understand that if hired, I will be required to abide by all rules and Company policies. I also understand that my employment at Excalibur Seasoning Company Ltd. is at -will and may be discontinued by either the Company or myself at any time, with or without cause, for any or no reason. The President of the Company has sole authority to change the at-will policy and/or to create an employment contract.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

This application will be kept active for 90 days. Please feel free to contact the Company after this period concerning employment opportunities.