

## APPLICATION

### JOY CONE CO.

3435 Lamor Road, Hermitage, PA 16148  
2843 West Shamrell Blvd, Flagstaff, AZ 86001

(NOTE: When mailing application, extra postage may be required.)

Please Print:

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
First Middle Last

Present Address: \_\_\_\_\_  
How long have you lived at this address? \_\_\_\_\_  
City State Zip

Previous Address \_\_\_\_\_  
How long did you live at this address? \_\_\_\_\_

TELEPHONE # (\_\_\_\_\_) \_\_\_\_\_ Unlisted? Yes -or- No

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

#### Position(s) applied for: \_\_\_\_\_

(If applying for a packing position please complete the packer supplement section of this application)

#### JOY CONE CO. BENEFITS PACKAGE

JOY CONE CO. IS NOT A MINIMUM WAGE COMPANY. By offering a wage scale that is relatively high within the local job market, Joy Cone Co. expects to attract and retain a correspondingly high quality employee in terms of dedication and conscientious work habits. Joy Cone Co. is one of the most efficient and productive companies in the industry. It is this productivity and the quality of our employees that has allowed Joy Cone to provide an excellent wage and benefits package.

\* For full time and part time employees we provide the following:

- |                            |                                       |
|----------------------------|---------------------------------------|
| 1) Medical, eye and dental | 6) Profit sharing                     |
| 2) Bonus program           | 7) Flexible scheduling                |
| 3) Vacation pay            | 8) Life insurance                     |
| 4) Holiday pay             | 9) 401(k) with generous company match |
| 5) Sick pay                |                                       |

\* "CASUAL" and "TEMPORARY" employees are eligible for limited holiday pay and bonuses.

#### NOTICE TO APPLICANTS:

Please do not phone Joy Cone regarding the status of your application.  
We will not answer phone inquiries concerning your application.

Applications will be rejected due to incomplete information. (However, if you do not understand something or have a question about what is required in this application, call the Human Resources department for clarification or attach a note explaining your concern.)

Any false statement made on this application or any other employment related document is grounds for rejection or termination. Employment is 'AT WILL'.

NOTICE TO APPLICANTS UNDER 18 YEARS OF AGE: Joy Cone Co. is required by PA state law to have on file working papers for any employee under 18 who has not graduated from high school. Applicants under 18, if hired, must obtain working papers from their high school before they can be put on the work schedule. If you are hired, you will be required to show proof of age.

***JOY CONE CO. IS AN EQUAL OPPORTUNITY EMPLOYER***

Are there any experiences, skills, or qualifications which you feel would especially qualify you for work with our organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list the names of any relative(s) and/or friend(s) currently employed by JOY CONE CO.**

You may also list any of your friends who work at Joy Cone Co. as a personal reference on PAGE 6 of this application.

RELATIVES: \_\_\_\_\_

FRIENDS: \_\_\_\_\_

How did you hear of Joy Cone Co.? \_\_\_\_\_

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Refer to Full Time/Part Time/Casual/Temp requirements on page 8.

**NOTE: High school students are hired as either casual or temporary.**

**Note: Full time packers may have to start at part time.**

**I am applying for year round employment:** FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ CASUAL \_\_\_\_\_

**I am applying for temporary/seasonal employment:** FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_

**I am available to start work on:** \_\_\_\_\_

Have you previously applied to JOY CONE CO.? No \_\_\_\_\_ Yes \_\_\_\_\_ DATE? \_\_\_\_\_

Were you ever employed by JOY CONE CO.? No \_\_\_\_\_ Yes \_\_\_\_\_ DATE? \_\_\_\_\_

Position held? \_\_\_\_\_

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Are you legally eligible to work in the United States? (Proof of citizenship or **work eligibility** status will be required upon employment.) Yes ☐ -or- No ☐

Have you ever (without time limit) been convicted, have or had pending charges, pled guilty or NOLO CONTENDERE (no contest), or are currently awaiting trial on any legal charges other than traffic violations? (DUI's, and/or substance abuse must be reported.)

Yes ☐ -or- No ☐

If yes, please provide date(s) and details: \_\_\_\_\_

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Note: Prior convictions do NOT automatically disqualify an application however we routinely do criminal background checks per company policy. Any intentional misrepresentation on this application will most likely result in immediate termination or retraction of a job offer.

**EMPLOYMENT HISTORY**

**MAY WE CONTACT YOUR CURRENT EMPLOYER?    Yes \_\_\_\_\_ No \_\_\_\_\_**

**BEGINNING WITH MOST RECENT**, LIST BELOW ALL CURRENT & PAST EMPLOYMENT. You must state each employer's complete address, including zip code and phone number, or your application may not be processed.

**All applicants must complete this page in full.**

**"See resume" will not be accepted.**

1. **COMPANY NAME** \_\_\_\_\_ Type of Business \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone# \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Wages earned per hour \_\_\_\_\_  
Employed from (month & year) \_\_\_\_\_ to \_\_\_\_\_  
**Reason for leaving (describe in full):**  
\_\_\_\_\_  
\_\_\_\_\_

If there is more than a two-month employment gap, please provide details:  
\_\_\_\_\_  
\_\_\_\_\_

2. **COMPANY NAME** \_\_\_\_\_ Type of Business \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone# \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Wages earned per hour \_\_\_\_\_  
Employed from (month & year) \_\_\_\_\_ to \_\_\_\_\_  
**Reason for leaving (describe in full):**  
\_\_\_\_\_  
\_\_\_\_\_

If there is more than a two-month gap in employment, please provide details:  
\_\_\_\_\_  
\_\_\_\_\_

3. **COMPANY NAME** \_\_\_\_\_ Type of Business \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone# \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Wages earned per hour \_\_\_\_\_  
Employed from (month & year) \_\_\_\_\_ to \_\_\_\_\_  
**Reason for leaving (describe in full):**

\_\_\_\_\_  
\_\_\_\_\_  
If there is more than a two-month employment gap, please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
4. **COMPANY NAME** \_\_\_\_\_ Type of Business \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone# \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Wages earned per hour \_\_\_\_\_  
Employed from (month & year) \_\_\_\_\_ to \_\_\_\_\_  
**Reason for leaving (describe in full):**

\_\_\_\_\_  
\_\_\_\_\_  
If there is more than a two-month gap in employment, please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
5. **COMPANY NAME** \_\_\_\_\_ Type of Business \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone# \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Wages earned per hour \_\_\_\_\_  
Employed from (month & year) \_\_\_\_\_ to \_\_\_\_\_  
**Reason for leaving (describe in full):**

## AUTHORIZATION TO RELEASE SCHOOL, EMPLOYMENT AND MILITARY RECORDS

I am applying for employment at JOY CONE CO. I hereby request you provide them with all my cumulative records including grades, test scores, transcripts, attendance, and any relevant information and opinion that you may have concerning my high school, college, employment or military experience. I release you and your organization from any legal liability in making such statements. This information will be treated in a strictly confidential manner.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

(If applicant is under 18)

**NOTE: ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED**

**This info is necessary to obtain high school &/or college transcripts.**

**Please print clearly and complete in full:**

Applicant's Name: \_\_\_\_\_  
(First) (Middle) (Last)

Maiden or other names if used: \_\_\_\_\_

**Are you in:** high school? Yes or No College? Yes or No

**If yes, expected year of graduation** \_\_\_\_\_ **If yes, expected year of graduation** \_\_\_\_\_

If you are a high school student, and college bound, what college will you be attending? \_\_\_\_\_ Beginning? \_\_\_\_\_

(Month/day)

\_\_\_\_\_  
High School Name

\_\_\_\_\_  
College Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
Street

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

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

PHONE NUMBER: ( ) \_\_\_\_\_

PHONE NUMBER: ( ) \_\_\_\_\_

Course of Study: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Graduated? Y N What year? \_\_\_\_\_

Graduated? Y N What year? \_\_\_\_\_

\_\_\_\_\_  
Other Schooling or Training

\_\_\_\_\_  
Street

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

PHONE NUMBER: ( ) \_\_\_\_\_

Course of Study: \_\_\_\_\_

Graduated? Y N What year? \_\_\_\_\_

### MILITARY SERVICE

Did you serve in the military? Y or N

What Branch? \_\_\_\_\_

Discharge Rank \_\_\_\_\_

Dates in Service \_\_\_\_\_ to \_\_\_\_\_

List duties/special training \_\_\_\_\_

**PERSONAL REFERENCES**

(Not former Joy Cone employees or relatives)

You may attach your references on a separate sheet if you prefer providing it includes the necessary contact information.

|    | NAME - MAILING ADDRESS  | OCCUPATION    | PHONE NUMBER   |
|----|-------------------------|---------------|----------------|
| 1. | _____<br>NAME           | _____         | _____          |
|    | _____<br>E-mail Address | _____<br>City | _____<br>State |
| 2. | _____<br>NAME           | _____         | _____          |
|    | _____<br>E-mail Address | _____<br>City | _____<br>State |
| 3. | _____<br>NAME           | _____         | _____          |
|    | _____<br>E-mail Address | _____<br>City | _____<br>State |

*PLEASE COMPLETE IN FULL OR YOUR APPLICATION CANNOT BE PROCESSED*

**Joy Cone Co. is an equal opportunity employer and Joy Cone will make reasonable accommodations for applicants and qualified individuals with disabilities.**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

I understand that this application does not, by itself, create a contract of my employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME. If hired, I will be issued an employee handbook that will explain in detail all company policies. It will be my responsibility to read the handbook and discuss any questions with management. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

|                                |  |               |
|--------------------------------|--|---------------|
| _____<br>Applicant's Signature | _____<br>Parent/Guardian's Signature<br>(If applicant is under 18) | _____<br>Date |
|--------------------------------|--|---------------|

**NOTE: ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED**

**TOBACCO/NICOTINE POLICY**

Joy Cone gives strong hiring preference to non-tobacco users.

Do you use any tobacco products? \_\_\_\_yes \_\_\_\_no

Note: A nicotine test is included in the pre employment physical exam. Misrepresentation on this application is grounds for retraction of any job offer.

**ABSENTEEISM**

This is to advise you beforehand, that JOY CONE CO. has a very strict attendance policy. We require good attendance from all employees.

(Complete attendance policy is available in the employee handbook.)

**DISCLOSURE AND CONSENT:** In connection with my application for employment or my employment with JOY CONE CO., I understand that JOY CONE CO. **may** utilize the services of a reporting agency to provide a report(s) of background information bearing on my credit, character, general reputation, personal characteristics or mode of living. I understand that this information may include, but is not limited to, the following types of information: credit reports, prior employment history, education, criminal record, driving record, judgments, liens, bankruptcies, drug test results, etc.

I understand that before JOY CONE CO. takes any adverse action based, in whole or in part, on credit information contained in the report(s), I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Act.

I understand that employment with Joy Cone is contingent upon passing a pre-employment physical and drug screen.

**I hereby consent to the above Disclosure and Consent and authorize JOY CONE CO. to procure a report(s) as stated above from a reporting agency. This authorization shall remain on file and shall serve as ongoing authorization for JOY CONE CO. to procure such reports at any time during my employment with JOY CONE CO.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Parent/Guardian's Signature  
(If applicant is under 18)

\_\_\_\_\_  
Date

**NOTE: ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED**

**\* PACKER SUPPLEMENT \***

**FOR PACKER APPLICANTS ONLY** - Applicants for all other positions may leave this page blank

Since the plant is open 7 days/week, 24 hours/day your work schedule will change from week to week and you must be available to work weekends. ***Packers must be able to work rotating shifts on a continuous seven day schedule.***

**FULL-TIME:** If you are applying for full-time work, you must be available to work on weekends as well as ALL THREE TURNS:

**DAY TURN** - 7am to 3pm  
**AFTERNOON TURN** - 3pm to 11pm  
**MIDNIGHT TURN** - 11pm to 7am

Note: We do have some steady afternoon & midnight turns whenever there are open slots.

**PART-TIME:** If you are applying for part-time work, you must be available to work weekends and on all FOUR HOUR or FIVE HOUR Shifts:

**7am to 11am/12pm \* 10am/11am to 3pm \* 3pm to 7pm/8pm \* 6pm/7pm to 11pm**

Note: We do offer a steady 6pm to 11pm and a steady part-time midnight (11pm to 7am, 3nights/week) shift. These steady shifts are granted when there are open slots.

**CASUAL** - If you are applying for casual employment, you must be available for work all 12 months of the year and you must be available to work most weekends (defined as beginning at 3pm on Friday and lasting through 11pm Sunday.) On weekdays, you will be scheduled according to your request. However, this means that if we cannot fit your requested schedule into our production schedule, **YOU WILL NOT BE SCHEDULED**. Casual employment status is ideal if you are a high school or college student, or for those who have other part-time commitments. **HIGH SCHOOL STUDENTS WILL NOT BE SCHEDULED ON THE 7-11PM SHIFT IF THEY HAVE SCHOOL THE FOLLOWING DAY.**

**TEMPORARY** - Each year we hire Temporary employees starting in mid February through mid April so that we can have them fully trained and ready for our peak season which is May through August. We generally have no work available after the 1<sup>st</sup> week in September for temporary employees. Weekly work schedule rules for temporaries are the same as for full and part-time employees above. However, we will accommodate students while school is in session. Temporary employment status is ideal for college students and other individuals who need/want summer employment only.

**PACKER JOB DESCRIPTION** - PACKING CONES IS AN EXTREMELY PHYSICALLY DEMANDING JOB.

Packers are required to stand on their feet between 5 & 8 hours per day. Packing cones requires constant bending, turning, twisting & lifting. Constant movement of fingers, hands, wrists & arms at a fast pace is required. Even though we have an evaporative process cooler, it can get hot (80-85 degrees) in the production areas during the summertime. Packers must be able to lift a maximum of up to 50 pounds on a consistent basis throughout an 8-hr shift.

Joy Cone will not knowingly expose an employee to the risk of injury. Packing cones involves repeated stretching and reaching. This repeated motion is potentially hazardous to employees shorter than 5'2". Additionally, our packer tables are set at 36" and are not adjustable due to the configuration of the cone baking process. Again, this motion is potentially hazardous to employees taller than 6'. Consequently, if the applicant is either shorter than 5'2" or taller than 6', he/she will be required to demonstrate to our satisfaction that they will be able to pack cones without exposing themselves to the risk of strain related injuries.

Packers are also required to read and understand a packer booklet. Some of the things this booklet includes are: baking processes, various defects found in cones, packing procedures and coding procedures. The job of packing cones requires the mental alertness to inspect product and to stop equipment when jam-ups occur.

**I have read the above carefully and by my signature, I am stating that I am able to comply with the above requirements, with or without reasonable accommodation. I understand the scheduling requirements of the status for which I am applying.**

**Height:** \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Parent/Guardian's Signature  
(If applicant is under 18)

\_\_\_\_\_  
Date