



WHO WE ARE

- Red Hat Foods is a wholesale food distributor. We sell food and related products to restaurants and other food service establishments.
- Our company was incorporated in 1975.
- Currently, we employ 60-70 people year around.
- Fresh produce constitutes about 35% of total sales. Dry, canned, frozen and other related food products constitute the remaining 65%.
- Approximately 95% of sales are to foodservice establishments, such as restaurants, hotels, schools, and hospitals. The remaining 5% of our sales are to retail customers, primarily independent grocery stores.

WHAT WE DO

- Our company operates almost 24 hours a day 365 days a year. Our inside and outside sales teams receive customer orders from Noon until 6:00 pm Sunday and 8:00 am to 6:00 pm Monday through Friday for delivery the following morning.
- Our night warehouse team begins loading outbound delivery vehicles at 8:30 pm each night.
- The first delivery driver leaves at approximately 12:00 am. The warehouse operation is completed and the last delivery driver is outbound by 6:00 am.
- At 6:00 am, our day warehouse team begins receiving inbound shipments. The buyers in the purchasing department evaluate inventory and begin the day by ordering new product.
- Then at 8:00 am, the phones are turned on and the whole process starts over again.

WHAT YOU CAN EXPECT OF US

- **Equal opportunity employer.**
Red Hat Foods is an equal opportunity employer committed to equal opportunity without regard to race, religion, color, gender, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law.
 - **Alcohol and drug free workplace.**
All offers of employment are contingent upon the candidate receiving a negative test response for controlled substances. If the employee tests positive for controlled substance, he/she will reimburse Red Hat Foods for the cost of the test. In addition, if the employee works less than 30 days at Red Hat Foods, the Company will deduct the cost of the test from the employee's last paycheck.
 - **Pre-employment process**
Will include a routine background check that involves driving records, criminal history and worker's compensation history.
 - **Paid Time Off (PTO)**
Employees earn PTO based on company guidelines described in the employee manual.
 - **Health Insurance**
The company currently contributes a set amount towards the monthly premium that increases the longer an employee is with us. Please refer to the current year's schedule for exact figures. The employee is responsible for the remaining premium balance, which is deducted from his/her paycheck. Each employee is eligible after three months of employment working at least 32 hours per week.
 - **401K Retirement Plan**
Company contribution is \$260.00 per year for participating employees. (Eligible after approximately 6 months)
 - **Employee Wholesale Purchases**
Employees may purchase products at our cost. Payment is expected at the time of purchase. Employee purchases are for personal use only.
- Recruiting Program**
Bonuses are paid for referring others for job openings at Red Hat

WHAT WE EXPECT OF YOU

- **Attendance**
In order to maintain an acceptable level of performance, employees must report to work on time and remain as scheduled. Absenteeism creates an unusually heavy burden on co-workers who must carry your workload in addition to their own.
- **Appearance**
Every employee represents Red Hat Foods. Appearance and conduct creates an impression on our clients and the public.
- **Attitude**

Red Hat Foods expects every employee to be considerate and skilled in the performance of his/her work. As we are a customer service oriented company, every employee should be attentive to the needs of others, both customers and fellow employees

Updated 1-07



Mission Statement

WE ARE A CUSTOMER DRIVEN COMPANY. WE SEEK TO MAINTAIN A CLEAR UNDERSTANDING OF EACH CUSTOMER AND THEIR NEEDS. WE STRIVE TO PROVIDE QUALITY PRODUCTS AND UNCOMPROMISING SERVICE AT COMPETITIVE PRICES.

WE RECOGNIZE THAT PEOPLE, IN PARTICULAR OUR FELLOW TEAM MEMBERS, ARE CRITICAL TO THE ONGOING ACCOMPLISHMENT OF OUR MISSION. WE COMMIT TO TREAT ONE ANOTHER WITH RESPECT, MAINTAIN OPEN AND HONEST COMMUNICATION, PROMOTE UNDERSTANDING AND TRUST, ACKNOWLEDGE OUR HUMAN LIMITATIONS, AND DEVELOP A CULTURE OF TEAMWORK AND COOPERATION. WE WILL STRIVE TO PROVIDE GROWTH OPPORTUNITIES TO TEAM MEMBERS WHO ALIGN THEMSELVES WITH OUR MISSION AND CONSISTENTLY CONTRIBUTE TO THE ACHIEVEMENT OF OUR GOALS.

WE RECOGNIZE OUR FELLOW TEAM MEMBERS, SUPPLIERS, CUSTOMERS, BUSINESS AFFILIATES, AND SHAREHOLDERS AS STAKEHOLDERS IN THE PURSUIT OF OUR MISSION. WE SEEK TO MAINTAIN LONG TERM, MUTUALLY BENEFICIAL RELATIONSHIPS BASED ON UNDERSTANDING, TRUST AND INTEGRITY. WE RECOGNIZE THAT THE TRUST AND CREDIBILITY WE MAINTAIN WITH OUR BUSINESS PARTNERS, IN PARTICULAR OUR CUSTOMERS AND OUR FELLOW TEAM MEMBERS, IS OUR MOST VALUABLE ASSET.

WE ACKNOWLEDGE THAT FINANCIAL SUCCESS IS CRITICAL TO OUR EXISTENCE. WE WILL STRIVE TO ACHIEVE OPERATIONAL AND FINANCIAL GOALS THAT ENHANCE OUR LONG TERM FINANCIAL SECURITY.

DAILY CHALLENGE

**DO THE RIGHT THINGS,
FOR THE RIGHT REASONS,
IN THE RIGHT WAYS,
100% OF THE TIME.**

RED HAT FOODS EMPLOYMENT APPLICATION

APPLICANT INSTRUCTIONS

If you need help filling out this application form or for any phase of the employment process, please notify the Accounting/Human Resources Manager, Payroll/HR Specialist or the person who gave you this form. Every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please read the following instructions and complete all four pages (six pages for driver applicants).
2. Please answer all questions completely and accurately. If a question does not apply to you or does not pertain to the essential job functions of the position in which you are applying, please write N/A in the space provided.
3. If you need more space to complete any question, use the comments section on the last page or attach another sheet of paper.
4. Print clearly: incomplete or illegible applications will not be processed.
5. Provide only requested information. Failure to do so may result in disqualification of your application.
6. This application form is intended to evaluate your qualifications for employment.
7. False or misleading statements on this form and/or during the interview are grounds for terminating the application process or, if discovered after employment, terminating employment.
8. Red Hat Foods is an equal opportunity employer and is committed to equal opportunity without regard to race, religion, color, gender, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law.
9. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment.
10. Depending on job requirements, you may be required to fill out a medical history form and be examined by a physician designated by Red Hat Foods.

TODAY'S DATE: _____

NAME: _____
LAST FIRST M.I.

SOCIAL SECURITY NUMBER: _____

HOME PHONE: _____ WORK PHONE: _____

CURRENT ADDRESS: _____
STREET

PRIOR ADDRESS: _____
CITY STATE ZIP

AVAILABILITY

For which position are you applying? _____

What date can you start? _____

What category would you prefer? Full-time Part-time Temporary

For which schedules are you available? * Weekdays Weekends Evenings Nights Overtime Shift

Other _____ * reasonable efforts will be made to accommodate sincerely held moral, ethical beliefs and/or religious beliefs and practices.

JOB-RELATED SKILLS

Yes No N/A If the job requires, do you have the appropriate valid drivers license?
 Name on license _____ DL# _____ Type _____ State _____

Yes No N/A Have you had any moving violations within the last seven years? Please describe. _____

Yes No Have you been given a job description or had the essential functions of the job explained to you?

Yes No If so, do you understand these essential functions?

Yes No Can you perform the essential functions of this job with or without reasonable accommodation?

Please list any other skills, licenses or certificates that may be job-related or that you feel would be of value to this job or company.

SECURITY

List states and counties of residence for the past seven years. _____

Yes No Have you used any names or Social Security Numbers other than given above?
 If so, please list: _____

Yes No Have you been convicted of a crime in the past seven years? If so, please describe below:

INCIDENT	CITY/STATE	CHARGE
1.		
2.		
3.		

Conviction will not necessarily bar you from employment, but not disclosing this information will. In accordance with company policy and applicable state and federal laws, factors such as age at time of the offense, remoteness of the offense, time since last conviction, and nature of the job sought and rehabilitation effort will be reviewed.



PLEASE NOTE: For employers outside the United States, a current fax number is mandatory.

DRIVER APPLICANTS: You must provide employment information for the past 3 years.

Add an additional sheet if necessary.

MOST RECENT EMPLOYER Yes No Are you currently working for this employer?
 Yes No If yes, may we contact?

PHONE ()
 FAX ()

COMPANY NAME CITY STATE

FROM TO
 DATES EMPLOYED JOBTITLE SUPERVISOR NAME

DUTIES: _____

Per _____

SALARY/WAGE (HOUR, WEEK, MONTH) REASON FOR LEAVING

SECOND RECENT EMPLOYER Yes No Are you currently working for this employer?
 Yes No If yes, may we contact?

PHONE ()
 FAX ()

COMPANY NAME CITY STATE

FROM TO
 DATES EMPLOYED JOBTITLE SUPERVISOR NAME

DUTIES: _____

Per _____

SALARY/WAGE (HOUR, WEEK, MONTH) REASON FOR LEAVING

THIRD RECENT EMPLOYER Yes No Are you currently working for this employer?
 Yes No If yes, may we contact?

PHONE ()
 FAX ()

COMPANY NAME CITY STATE

FROM TO
 DATES EMPLOYED JOBTITLE SUPERVISOR NAME

DUTIES: _____

Per _____

SALARY/WAGE (HOUR, WEEK, MONTH) REASON FOR LEAVING

FOURTH RECENT EMPLOYER			<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently working for this employer?
			<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, may we contact?
			PHONE () FAX ()	
COMPANY NAME		CITY	STATE	
FROM	TO			
DATES EMPLOYED	JOBTITLE	SUPERVISOR NAME		
DUTIES: _____				
Per _____				
SALARY/WAGE	(HOUR, WEEK, MONTH)		REASON FOR LEAVING	

EDUCATION Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

If your school records are under a different name than listed on page 1, please enter that name: _____

NAME	CITY/STATE	GRADUATED	DEGREE?
HIGH SCHOOL			
COLLEGE			
OTHER			

REFERENCES

Include only individuals familiar with your work ability. Do not include relatives.

NAME	ADDRESS/PHONE	YEARS KNOWN/RELATIONSHIP
1.		
2.		
3.		

CERTIFICATION AND RELEASE

I understand that Red Hat Foods follows an "employment at-will" policy, in that the employer or I may terminate my employment at any time, or for any reason consistent with applicable state or federal law. This "employment at-will" policy cannot be changed verbally or in writing. I understand that this application is not a contract for employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I authorize Red Hat Foods and/or its agents, including consumer-reporting bureaus, to verify any of the information I have provided. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing information pertaining to me. I also understand that the use of illegal drugs is prohibited during employment. In accordance with Red Hat Foods policy, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

SIGNATURE	DATE
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**RED HAT PRODUCE, INC.
ENTRY LEVEL TESTING**

Read the overview of Red Hat Foods and answer the questions below to the best of your abilities. You may use the overview as you answer the questions.

1. Red Hat Foods is a _____, a company that sells food and related products to foodservice establishments.
2. Produce represents about _____ percent of sales at Red Hat Foods. Dry, canned, frozen and related food products represent the remaining _____ percent of sales.
3. Our inside and outside sales teams receive orders from _____ on Sunday, _____ Monday-Friday and _____ on Saturday (Please give the timeframes in your answer.)
4. The night warehouse team begins loading outbound delivery vehicles at _____ pm each night.
5. The first delivery driver leaves for his/her route at approximately _____ am.
6. The day warehouse team begins receiving _____ at 6:00 am.
7. T F The pre-employment routine background check may include my driving records, criminal history and worker's compensation information.
8. The people most affected if I don't show up for work are:
A. Customers B. Myself C. My Co-workers D. My Supervisor
9. Red Hat Foods is customer driven. We seek to maintain a clear understanding of each customer and their needs. We strive to provide our customers _____ and _____ at _____.


Please complete these sentences, feel free to write as much as you would like.

1. I would like to work at Red Hat Foods because _____

2. I feel that I would contribute to the team effort at Red Hat Foods by _____

3. My greatest strength is _____

4. My biggest weakness is _____

 COMMENTS _____

RED HAT FOODS
21922 Austin Rd., Austin, CO 81410

DRIVER SUPPLEMENT

Name _____ Date _____

Date of Birth _____ Social Security Number _____
 (CDL Drivers Only)

Please list your home addresses for the past three years preceding the date of this application.
 Start with your current address. If necessary, use an additional sheet of paper.

Street Address	City	State	Zip Code	How Long?

EXPERIENCE & QUALIFICATIONS – DRIVER
(Please show drivers licenses held for the past 10 years.)

STATE	LICENSE NUMBER	TYPE	EXPIRATION DATE

A. Have you every been denied a license, permit or privilege to operate a motor vehicle? YES/NO

B. Has any license, permit or privilege every been suspended or revoked? YES/NO

If you answered yes to A or B, please provide details in the space provided:

DRIVING EXPERIENCE

Class	Type (tank, van, flat, etc.)	Dates		Approximate No. of Total Miles
		From	To	

PLEASE COMPLETE REVERSE SIDE

RED HAT FOODS
21922 Austin Rd., Austin, CO 81410

DRIVER SUPPLEMENT

List any trucking, transportation or other experience that may help you work for Red Hat Foods _____

List courses and training other than those elsewhere in this application _____

Which safe driving awards do you hold and from whom _____

ACCIDENT REVIEW FOR THE PAST 3 YEARS

Date	Nature of Accident (Head-on, rear-end, etc.)	Fatalities/Injuries	Location	Charge	Penalty

**VIOLATIONS OF MOTOR VEHICLE LAWS OR ORDINANCES (EXCLUDING PARKING)
FOR THE PAST 3 YEARS**

Date	State	Charge	Convicted Y/N	Forfeited Bond or Collateral Y/N

This certifies that this driver supplement was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.) I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection to my application.

In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Red Hat Foods.

SIGNATURE	DATE
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