

J. O. SPICE COMPANY, INC  
3721-25 Old Georgetown Road  
Baltimore, MD 21227  
1-800-537-5714

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**Before you begin we wish to advise you of the following:**

J. O. Spice Company, Inc. is a **SMOKE-FREE** and **DRUG-FREE** work place. Drug screening and criminal background check is required of all eligible applicants prior to employment. Random drug tests may also be performed.

Please note our Warehouse, Driver and Driver's Helper position will require lifting in excess of 75 lbs.

All employees are on a 90 day probation period and during the trial period holiday pay does not apply. In addition, expenses for t-shirts, sweatshirts, hats ect. will be deducted from final pay if probation period does not work out for either party.

I understand the above and give my permission for a pre-employment drug test and criminal background check. I also understand random drug testing can be performed at any time during my employment.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**ATTENTION: DRIVER/DELIVERY PERSONNEL/SALES**

Please be advised that J. O. Spice Company, Inc., has tracking devices on their company vehicles; including vans and trucks.

These devices are used to shadow the vehicle's location.

If at any time, I am out of my delivery area without permission, or instructed so, I may be terminated immediately.

I have read and understand the above,

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Name

Date

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Signature

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**APPLICATION FOR EMPLOYMENT**

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
LAST FIRST MIDDLE

**PRESENT ADDRESS** \_\_\_\_\_  
STREET CITY STATE ZIP

**PERMANENT ADDRESS** \_\_\_\_\_  
STREET CITY STATE ZIP

**PHONE NUMBER** \_\_\_\_\_ **ARE YOU 18 YEARS OR OLDER?** YES NO

**ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED  
 IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?** YES NO

**EMPLOYMENT DESIRED**

**POSITION** \_\_\_\_\_ **DATE YOU CAN START** \_\_\_\_\_ **SALARY DESIRED** \_\_\_\_\_

**ARE YOU EMPLOYED NOW?** \_\_\_\_\_ **IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?** \_\_\_\_\_

**EVER APPLIED TO THIS COMPANY BEFORE?** \_\_\_\_\_ **WHERE?** \_\_\_\_\_ **WHEN?** \_\_\_\_\_

**REFERRED BY?** \_\_\_\_\_

<b>EDUCATION</b>	<b>NAME AND LOCATION OF SCHOOL</b>	<b>NO. OF YRS ATTENDED</b>	<b>DID YOU GRADUATE</b>	<b>SUBJECTS STUDIED</b>
HIGH SCHOOL				
COLLEGE				
TRADE SCHOOL				
BUSINESS SCHOOL				

**GENERAL**

**SPECIAL SKILLS:** \_\_\_\_\_

**U.S. MILITARY:** \_\_\_\_\_ **COPY of DD214 (If Yes)** \_\_\_\_\_

**NATIONAL GUARD OR RESERVES:** \_\_\_\_\_





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**J.O. Spice Questionnaire**

- 1. George calls you at home, he is going to be a few minutes late. George asks you to clock him in. He is a nice guy and you enjoy working with him. Would you:**
  - A. Clock him in and do not tell anyone.
  - B. Tell him to call his immediate supervisor ASAP.
  - C. Tell his immediate supervisor when you arrive at work.
  - D. Do nothing
  
- 2. You only have around ten minutes until it is time to leave work. You accidently drop a large heavy box on your foot. It hurts a little, but seems to be okay to you. Would you:**
  - A. Forget it and continue to work until it is time to leave.
  - B. Let your supervisor know right away.
  - C. Work until it's time to leave and if it still hurts tomorrow let someone know.
  
- 3. The rules say "NO FOOD IN THE WAREHOUSE". You have a piece of gum in your mouth after lunch. What do you do?**
  - A. Keep chewing it, gum is not food.
  - B. Throw it away before returning to work.
  
- 4. You just finished unloading boxes off a pallet, which is now empty and is in front of the dock door. Do you:**
  - A. Set the pallet on its side against the wall
  - B. Put the empty pallet in dumpster
  - C. Move it out of the way and lay it flat
  - D. Leave it where you found it
  
- 5. You are handling food products in your work. What is necessary to do after using the restroom?**
  - A. Turn out the lights
  - B. Wash your hands
  - C. Replace Hairnets
  - D. All of the Above

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6. You see your co-worker spill some spice on the floor and leave it. What do you do?
- A. Go get him and tell him to clean it up.
  - B. Leave it. The clean-up people will get it at the end of the day.
  - C. Get the broom and dustpan; clean it up yourself.
7. You are helping load the trucks for the morning deliveries. The driver tells you to get black pepper. You have 18/38, 20mesh, 30mesh, and cracked black. You are not sure which one is needed. Do you:
- A. Pick one, Black Pepper is all the same
  - B. Ask the warehouse supervisor which is correct/check the invoice.
  - C. Forget it until later when you have time to check it out.
  - D. Take the invoice from the stack and try to figure it out yourself.
8. You find an invoice sitting on top of some boxes; you are not sure why it is there. Do you:
- A. Forget it, after all someone must have put it there for a reason.
  - B. Check with a supervisor about it.
  - C. Invoices are not really a part of your job, so you really shouldn't know anything about them, so it's best to leave it alone.
9. You have been told to tape boxes and you have completed that job. The supervisor is on lunch and not available; what do you do next?
- A. Wait for the supervisor to come back from lunch to assign you another job.
  - B. Take a break; you're ahead of schedule if you finished your job.
  - C. Ask a Co-Worker if you can assist them.
10. When operating a forklift, it is okay to move product around in the warehouse with the forks high in the air. This way you don't have to take the time to raise the forks when placing on the higher racks.
- A. True
  - B. False
11. When in a hurry, it is okay to ride someone on the front of the forklift, as long as they're standing on a pallet.
- A. True
  - B. False

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**12. Walking under a forklift is okay once the forks are all the way up in the air. It saves time from having to walk around.**

- A. True
- B. False

**13. If you need a day off you should:**

- A. Talk to your supervisor a day or two before.
- B. Not tell anyone; we will assume you just needed a day off.
- C. Call or text your supervisor that morning.
- D. Talk to your supervisor 10 days in advance.

**14. If you take anything off the shelf you should?**

- A. Record the lot numbers
- B. Record the lot numbers and turn them in to the supervisor
- C. Do nothing

**15. What is the difference between these two images:**



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**16. What do the following abbreviations mean?**

- A. lbs: \_\_\_\_\_
- B. oz: \_\_\_\_\_
- C. kg: \_\_\_\_\_
- D. grs: \_\_\_\_\_



