Application for Employment

3300 Carey Blvd. Hutchinson, KS 67501-9604
Mine: (620) 662-3345 | Office: (620) 856-3332

Hutchinson Salt Company is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, sex, gender identity, national origin, ancestry, age, disability, genetic information, marital or veteran status, sexual orientation, or any other status protected under applicable federal, state, or local law.

Personal Information

Position(s) Applied For

Date of Application

How did you learn about us? ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-In ☐ Agency ☐ Other

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

Phone Number

Email Address

Emergency Contact

Name

Relationship

Phone Number

Eligibility

If you are under 18, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? If yes, give date: _____ ☐ Yes ☐ No

Have you ever been employed with us before? If yes, give date: _____ ☐ Yes ☐ No

Are you related to or have friends that work here? If yes, give name: _____ ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

Availability

Date available for work

Available to work: ☐ Full Time ☐ Part Time ☐ Temporary ☐ Shift Work

Shift preference: ☐ 1st Shift ☐ 2nd Shift ☐ 3rd Shift ☐ Any Shift

Are you willing to work overtime, including weekends and holidays, if required? ☐ Yes ☐ No

Are you currently on lay-off status and subject to recall? ☐ Yes ☐ No

Can you travel if the job requires it? ☐ Yes ☐ No

Education

Highest level of education completed: ☐ Some High School ☐ High School / GED ☐ Some College ☐ Associate Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctorate ☐ Trade / Vocational

School / Institution Name

Field of Study / Major

Foreign Languages

	Fluent	Good	Fair
Speak			
Read			
Write			

Certifications & Licenses

Check all that you currently hold:

☐ MSHA Part 46 ☐ MSHA Part 48 ☐ MSHA Annual Refresher (current)

☐ OSHA 10-Hour ☐ OSHA 30-Hour ☐ First Aid / CPR ☐ Confined Space Entry

☐ CDL (Commercial Driver's License) ☐ Forklift Cert. ☐ Blaster / Explosives ☐ Welding Cert.

CDL Class / Endorsements (if applicable)

State of Issue

Expiration

Other certifications or licenses not listed above:

Skills & Equipment Experience

Check equipment you have operated:

☐ Front-End Loader ☐ Skid Steer / Bobcat ☐ Forklift ☐ Haul Truck

☐ Drill / Bolter ☐ Continuous Miner ☐ Conveyor Systems ☐ Crusher / Screen

☐ Excavator ☐ Dozer ☐ Crane / Hoist ☐ Telehandler

Other skills / tools: ☐ PC / Computer ☐ Excel / Word ☐ Multi-line Phone ☐ Welding / Fabrication

List any other equipment operated or skills not mentioned above:

Mining Experience

Do you have any prior mining experience? ☐ Yes ☐ No

Type of mining experience: ☐ Underground ☐ Surface / Open Pit ☐ Both

Total years of mining experience

Type of mine(s) worked in (salt, coal, etc.)

Describe specific mining tasks you have performed (drilling, blasting, hauling, crushing, maintenance, etc.):

Training & Military Service

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include military service and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer | Dates (From - To) | Pay Rate (Start / Final)

Address / Phone | Job Title | Supervisor

Work Performed | Reason for Leaving

2. Employer | Dates (From - To) | Pay Rate (Start / Final)

Address / Phone | Job Title | Supervisor

Work Performed | Reason for Leaving

3. Employer | Dates (From - To) | Pay Rate (Start / Final)

Address / Phone | Job Title | Supervisor

Work Performed | Reason for Leaving

4. Employer | Dates (From - To) | Pay Rate (Start / Final)

Address / Phone | Job Title | Supervisor

Work Performed | Reason for Leaving

If you need additional space, please continue on a separate sheet of paper.

Professional & Civic Activities

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Additional Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

NOTE TO APPLICANTS: Do not answer the following question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job for which you have applied? ☐ Yes ☐ No

References (Other Than Relatives)

1. Name | Phone | Relationship

Address

2. Name | Phone | Relationship

Address

3. Name | Phone | Relationship

Address

Physical Requirements & Working Conditions

Work at Hutchinson Salt may involve underground operations at a depth of 650 feet. Employees may perform physically demanding tasks in dust, noise, dim lighting, and confined spaces. Required PPE (hard hat, steel-toe boots, safety glasses, cap lamp, hearing protection, respirator) must be worn at all times.

Are you able to lift and carry up to 50 pounds on a regular basis? ☐ Yes ☐ No

Are you able to stand, walk, bend, kneel, and climb for extended periods? ☐ Yes ☐ No

Are you comfortable working underground at a depth of 650 feet? ☐ Yes ☐ No

Are you willing to wear all required PPE for the duration of your shift? ☐ Yes ☐ No

Do you have any medical conditions that may affect your ability to work underground? If yes, please describe below. ☐ Yes ☐ No

Pre-Employment Requirements

Employment at Hutchinson Salt Company is contingent upon the satisfactory completion of the following, which will be conducted after a conditional offer of employment:

- Pre-employment drug and alcohol screening
- Criminal background check (provided as a separate authorization form)
- Pre-employment physical examination (if required for the position)
- Successful completion of MSHA Part 48 new miner safety training

Employees may also be subject to random, post-accident, and reasonable-suspicion drug and alcohol testing during the course of employment.

I acknowledge and understand the pre-employment requirements listed above. ☐ Yes ☐ No

Applicant's Statement

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Print Name

Signature of Applicant

Date

How to Submit

Please email your completed application to:

matt.mcphee@hutchsalt.com

Or by mail to:

Hutchinson Salt Co.
Attn: Human Resources
3300 Carey Blvd.
Hutchinson, KS 67501-9604

Equal Opportunity Employer Notice

Hutchinson Salt Company is an Equal Opportunity Employer and is committed to providing a workplace free from discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, genetic information, marital status, veteran status, or any other status protected under applicable federal, state, or local law.

This organization participates in E-Verify, a federal program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification.

Hutchinson Salt Company complies with the Americans with Disabilities Act (ADA) and applicable state and local laws. We will provide reasonable accommodations to qualified individuals with disabilities in the application process and during employment. If you need assistance or an accommodation due to a disability, please contact Human Resources at (620) 662-3345 or matt.mcphee@hutchsalt.com.

Applicants have rights under the following federal employment laws: Family and Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), and the Employee Polygraph Protection Act (EPPA). For more information, visit www.dol.gov.