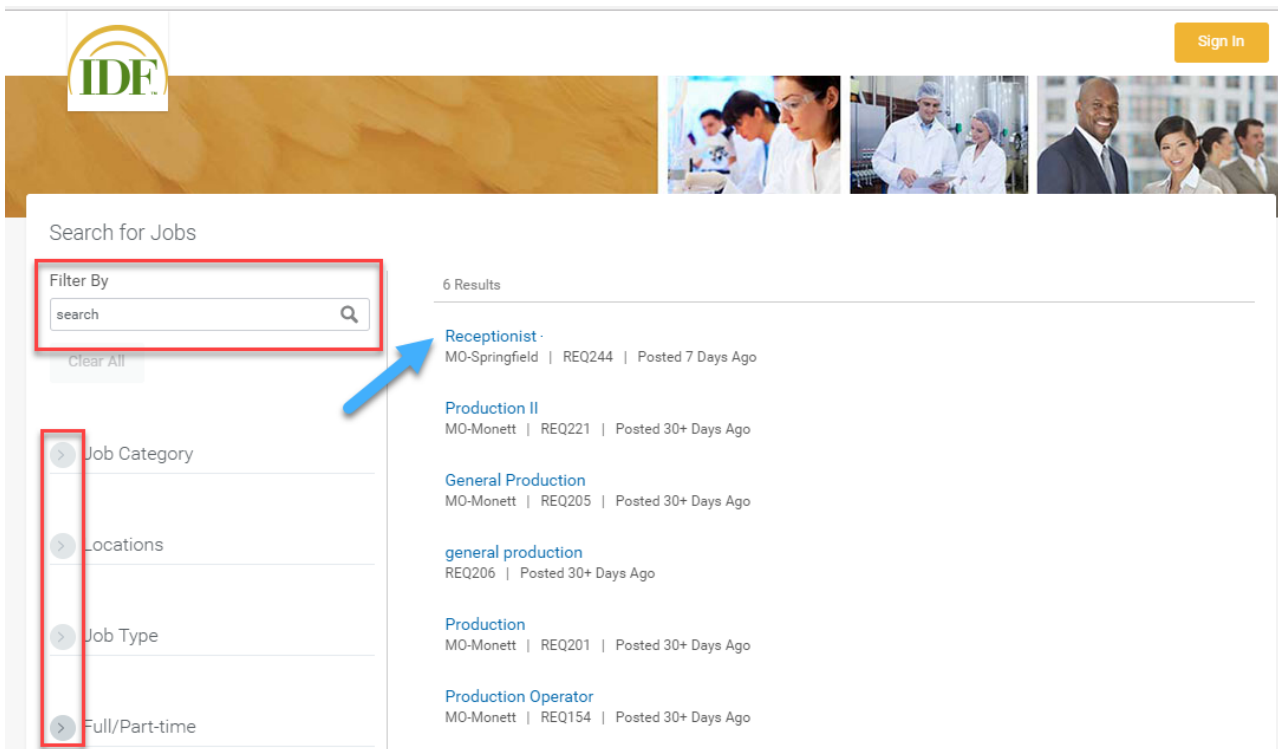


IDF Applicant Guide

Thank you for your interest in applying for employment with International Dehydrated Foods, Inc. First you will need to go to our web-site: www.idf.com/careers/ to view our current job openings.

Open job positions are listed as **blue hyperlinks** on the right side of the screen. Click the hyperlink to view job details. To search for a job, enter the job title or other keyword(s) in the **Filter By** field. Click the **arrow** next to an area for options to narrow your search.



The screenshot displays the IDF careers website. At the top left is the IDF logo. A 'Sign In' button is in the top right. Below the header is a 'Search for Jobs' section. On the left, there is a 'Filter By' search box with the word 'search' inside and a magnifying glass icon. Below this is a 'Clear All' button. Further down are four filter categories: 'Job Category', 'Locations', 'Job Type', and 'Full/Part-time', each with a right-pointing arrow. A red box highlights the 'Filter By' search box and the filter categories. A blue arrow points from the search box to the first job listing. On the right, under '6 Results', are six job listings, each with a blue hyperlink for the job title: 'Receptionist', 'Production II', 'General Production', 'general production', 'Production', and 'Production Operator'. Each listing also includes the location, requisition number, and when it was posted.

Job Title	Location	Requisition Number	Posted
Receptionist	MO-Springfield	REQ244	Posted 7 Days Ago
Production II	MO-Monett	REQ221	Posted 30+ Days Ago
General Production	MO-Monett	REQ205	Posted 30+ Days Ago
general production		REQ206	Posted 30+ Days Ago
Production	MO-Monett	REQ201	Posted 30+ Days Ago
Production Operator	MO-Monett	REQ154	Posted 30+ Days Ago



After reviewing the job details and determining you meet the qualifications for the position, you can submit an application by clicking on the **Apply** button. If you have an updated LinkedIn profile, you can apply through your LinkedIn account by clicking on the **Apply with LinkedIn** button.

General Production

📍 MO-Monett

Apply

Apply with LinkedIn

🕒 Posted 30+ Days Ago

📅 Full time

📄 REQ205

Want to join a team where you can demonstrate your leadership and help drive new growth?

About Us

General Labor

Taking care of business starts with taking care of our associates!

EEO Employer: M/F/Vets/Disabled

Apply

Apply with LinkedIn





About Us

International Dehydrated Food, Inc. (IDF) is a privately held company with a proven track record of successfully reinvesting in the business for growth and innovation. Join the globally recognized industry leader in premium poultry ingredients for use in food, beverage and supplement applications. At IDF, taking care of business starts with taking care of our associates. We offer competitive pay and a comprehensive benefits program. IDF is an Equal Opportunity Employer.

If you already have an account, you can sign in using your email address and password. If this is your first time to apply, you will need to create an account by clicking on the **Create Account** button.

Sign In

 Email Address

 Password

Sign In

Create Account

Forgot Password

You have the option to drop or upload your resume which will pre-populate the application with your information. Click **Next**.



Speed things up! Attach your resume now!

We encourage applicants to complete the experience and education sections of the job application. Attaching a resume will pre-populate with your information.

If you do not have a resume please click on the "next" button and enter your information in the requested fields. Be sure to complete your contact information in full (including address) and the education and experience on the second page of the application.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

A dashed rectangular box containing two buttons. The top button is labeled "Drop file here" and the bottom button is labeled "Select files". Between the two buttons is a small circular button with the word "or" inside.

The next screen will ask you to complete your information. A field with a red asterisk is required. Click **Next**.

A registration form with the following fields and values:

- Country *: United States of America (indicated by a red arrow)
- First Name *: Mickey
- Last Name *: Mouse
- Address Line 1: 123 Disney Lane
- City: Orlando
- State: Florida
- Postal Code: 23695
- Email *: MMouse@email.com
- Phone *: 456-986-9856
- How Did You Hear About Us? *: LinkedIn

If you added your resume, your **Work Experience** and **Education** will be pre-populated but you will need to review for accuracy. If you did not include a resume, you will need to input your **Work Experience** and **Education**. Click **Next**.



Work Experience

Job Title *

Senior Character

Company *

The Disney Company

Location

Orlando, Florida

From *

10 / 2012

I currently work here



Role Description

Entertain all guests.
Make people smile.
Have fun.

Education

School or University *

Florida State University

Degree *

Bachelors




Field of Study

Marketing



Overall Result (GPA)

Next, you will answer a series of **Application Questions**. A question with red asterisks means responses are required. Click **Next**.



Application Questions

Can you provide documentation, if hired, that you are eligible to work in the United States? *

Yes

Are you at least 18 years of age and if hired, can you furnish proof of age? *

Yes

In order to be considered for employment, completion of your work history and education, is a requirement. Did you complete these sections of the application?

Yes

What are your wages/salary requirements? *

Negotiable

Please select the shifts you are willing to work? *

☐ Day Shift

☐ Night Shift

☒ Available to work either shift

Are you willing to work a 12 hour shift? *

Yes

You will be asked to provide **Voluntary Disclosures** as part of your application.

Voluntary Disclosures

Personal Data Statement

IsoNova is an Equal Opportunity Employer. We are committed to providing equal opportunity in all of our employment practices, including selection and hiring, to all persons regardless of race, color, religion, national origin, age, gender, marital status, citizenship status, disability, veteran status, sexual orientation, pregnancy, medical condition or any other protected status in accordance with the requirements of all federal, state, and local laws. You are being given the opportunity to provide the following information in order to help us comply with federal and state Equal Employment Opportunity/ Affirmative Action record keeping, reporting, and other legal requirements.

Please select the gender which most accurately describes how you identify yourself *

Male


Please select the ethnicity which most accurately describes how you identify yourself *

Two or More Races (Not Hispani...

Please select the status which most accurately describes your veteran status. *

Veteran, not a Protected Veteran

You will need to select your responses and accept the terms of conditions and then click **Next**.



Yes, I have read and consent to the terms and conditions. *

☒

Next

Next you will be asked for a **Voluntary Self-Identification of Disability**. You will need to provide your response, insert your **name and date** and click **Next**.

Please check one of the boxes below: *

☐ YES, I HAVE A DISABILITY (or previously had a disability)

☐ NO, I DON'T HAVE A DISABILITY

☒ I DON'T WISH TO ANSWER

Your Name *

Mickey Mouse

Today's Date *

05 / 18 / 2017

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Next

[1] Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's

The final step is to **Review** your application and when you are ready, click **Submit**.



Congratulations!

We have received your completed application and encourage you to check back to keep track of your progress in our hiring process. We appreciate your time and consideration. Thank you for your interest in becoming an associate at IsoNova!

Submit

If you are extended an offer of employment, you will receive a verbal offer followed by an email notification with a link to your Workday account so you can review your offer letter and benefits. Once you have signed in,



you will need to go to **My Applications**. You will see an amber marking next to a [blue hyperlink](#) with the job title. Click on the job title.

Welcome,

Our growth and innovation are creating exciting career opportunities!

Our team is expanding and we have the opportunity to add more talented associates to our organization! Please explore our current open positions, apply to the ones you are qualified for and keep track of both your progress in our hiring process, and new postings that might be a fit for your skills and experience!

Thanks for your interest in working on our team!!

My Applications

 [REQ232 Warehouse Laborer](#) 
Applied 5 Days Ago | Status: In Process

Next, you will need to click on the [blue hyperlink](#) that says **Review Documents**.



Warehouse Laborer

[View Application](#)

Status: In Process

Thank you for your interest in becoming an associate at IsoNova! In order for us to consider your application, you will need to review the below checklist and complete any assigned tasks related to your job application.

Your Tasks

 [Review Documents](#) 
Status: Awaiting Action

By clicking on the [blue hyperlinks](#), you may review your **Offer Letter** and **Benefits at a Glance** details. Once you are ready to accept your offer, check the acknowledgement and click **OK**.

Review Document

We are excited to present to you the attached offer letter. Please acknowledge you've opened and reviewed the letter by checking the box and indicate in the comments box your acceptance. We look forward to you joining our team.

 [Offer Letters 2017-05-23 14_55 CDT.pdf](#)

I acknowledge and accept the offer of employment. *



 [2017 Benefits at a Glance IsoNova Hourly.docx](#)

Comment

As part of your background check you will receive an email asking you to provide your **Social Security Number** and **Date of Birth**. Click on the [blue hyperlinks](#) to provide that information. Click **OK**.



Warehouse Laborer

[View Application](#)

Status: Background

Thank you for your interest in becoming an associate at IsoNova! In order for us to consider your application, you will need to review the below checklist and complete any assigned tasks related to your job application.

Your Tasks



[Social Security Number](#)

Status: Awaiting Action



[Date of Birth](#)

Status: Awaiting Action



[Review Documents](#)

Status: Step Completed