



HIRING POLICY

1. We hire applicants solely based upon merit. We do not discriminate on the basis of union affiliation, race, sex, color, age, national origin, disability or any other protected status.
2. No employee is required to pay dues to any labor organization to join our company.
3. We accept job applications even though no vacancies exist that we know of. When openings occur, we reserve the right to review applications already on file, prior to hiring in order of filing. Applications remain on file for 45 days and then expire. It is the applicant's responsibility to fill out a new current application if they wish to apply again after any 45-day period.
4. We do not accept group applications or photocopied forms. We hire based on personal contact with individuals so that we can make sound business judgments as to the most qualified applicants.
5. Preference in hiring is given on the basis of: (a) our employees who were laid off; (b) former employees whose work was good; (c) applicants who have the necessary skills or who meet the experience requirements for the job; and (d) applicants who are willing to accept the wages of the vacancy.
6. Employees are generally hired at a starter or beginner rate and must accept the rate of pay of the entry job.
7. Information provided on the application may be investigated to confirm accuracy and completeness. Any applicant who falsifies or omits information on the application is disqualified from being hired. If the employee has been hired before the falsification or omission is discovered, he or she is subject to termination.
8. We base our hiring decisions on a variety of factors including skills and ability to perform the job, prior employment with us, employment references as to character and willingness to work, willingness to accept the offered salary and personal interviews.
9. All applicants to be considered must fill out applications on the Company provided application forms. Resumes or applications other than on Company provided forms will not be considered or retained. Application must be completely filled out or it will not be considered.
10. The complete work history on any application must be completely filled out chronologically. Merely stating "references upon request" will not be accepted. Every employer must be individually listed and the date during which an applicant was employed by them is listed. The reason for leaving must be stated and must be truthful. If more space is needed, attach an additional sheet. If the job history is not completely and specifically listed, the application will not be retained.
11. When qualifications are relatively equal, the date of receipt of the application will be considered.
12. The Company reserves the right to give a job-related test and to ask for skills inventory.
13. The Company has a zero tolerance policy on drugs, alcohol and controlled substance due to safety consideration.
14. No one in the Company, except the President, has the authority to make decisions on, and to make statements in respect to vacancies and hiring. This is to avoid any misunderstanding or mis-information. Employees do not have a contract unless it is in writing and signed by the President of the Company.

I acknowledge I have read and understand the above Hiring Policy.

Signature of Prospective Employee

Printed Name

Date

Signature of Witness

Date

Employment Application

We are an Equal Opportunity Employer



Please print in ink. You must complete entire application and sign at end.

Date: _____

Applicant Information

Name (first, middle, last)

Address (street, city, state, zip code)

Phone Number

Are you legally authorized to work in the U.S.? Yes No
(If hired, you will be required to provide proof of work authorization)

Are you at least 18 years old? Yes No
If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.

Have you ever pleaded "guilty" or "no contest" or been convicted of a crime? Yes No

If yes, please explain 1) nature of crime, 2) date of conviction, and 3) state and county in which convicted.
(A conviction will not necessarily bar you from employment. You should not disclose any information regarding criminal records that have been sealed.)

Have you ever applied at this company before?
 Yes No If yes, when:

Have you ever worked at this company before?
 Yes No If yes, when:
Under what name:

Will you travel if job requires it? Yes No

Will you work overtime if required? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond.

Position Applying For

Please indicate the position you're applying for
Electrician, Laborer, Operator, Secretarial, Construction,
HVAC, Warehouse, Carpenter, Data Installer, Service,
Apprenticeship Program, Other _____

Desired Compensation

Shift Preference

When can you start?

How were you referred to the company?
 Agency Walk-in Internet
 Newspaper School Friend/Relative
 Other: _____

Special Skills

1. If relevant, please describe word-processing speed, software knowledge, and office equipment experience.

2. If relevant, please describe experience using manufacturing machines and equipment.

3. Please list other valuable skills you possess that would be valuable to the company.

Education

School	Name and Location (city, state)	No. Years Attended	Major Subjects	Diploma or Degree Received
High				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
				Type:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No
				Type:
Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No
				Type:

Training Courses

List any relevant training programs completed.

Course/Seminar	Sponsoring Organization	Content	Date(s) Attended

Required License(s)

If required to drive a motor vehicle for the job applying for, state your:

1) driver's license number

2) state issued

3) expiration date

Are you licensed/have certifications which will assist in the job? Please explain.

Yes

No

Registration or License Number	State Issued	Expiration Date

Employment History (Start with most recent; use separate sheet if necessary)

Name of Employer	Telephone ()
Address	
Job Title	Employment Dates (month and year)
Name of Immediate Supervisor	From To
Description of Duties	
Compensation – start end	Reason for Leaving
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	

Name of Employer	Telephone ()
Address	
Job Title	Employment Dates (month and year)
Name of Immediate Supervisor	From To
Description of Duties	
Compensation – start end	Reason for Leaving

Name of Employer	Telephone ()
Address	
Job Title	Employment Dates (month and year)
Name of Immediate Supervisor	From To
Description of Duties	
Compensation – start end	Reason for Leaving

Employment References (List individuals familiar with your job qualifications **(other than relatives or personal friends)**.)

Name	Day Telephone ()
	Evening Telephone ()
Address	
Relationship	How long known?

Name	Day Telephone ()
	Evening Telephone ()
Address	
Relationship	How long known?

Employment References (continued)

Name	Day Telephone ()
	Evening Telephone ()
Address	
Relationship	How long known?

Please Read Carefully Before Signing This Form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered.
2. I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any persons or organizations providing information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)
4. I understand that prior to my employment I may be asked to sign a background check consent form or other documentation in order to facilitate my hiring. I agree to sign these forms.
5. I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.
6. **This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. The Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**
7. Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the company is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company's, unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.

Signature of Applicant _____

Date _____

Thank you for your interest in our company.