

# Application For Employment

We consider all applicants without regard to race, color, religion, creed, gender, age, national origin, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**(PLEASE PRINT)**

Position(s) Applied For	Pay Expected	Date of Application
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How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
		Zip Code
Telephone Number(s)		

If you are under 18 years of age, can you provide proof of your eligibility to work?  YES  NO

Have you ever filed an application with us before?  YES  NO  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  YES  NO  
If Yes, give date \_\_\_\_\_

Are you currently employed?  YES  NO

May we contact your current 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.*

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  YES  NO

Can you travel if a job requires it?  YES  NO

Have you been convicted of a felony within the last 7 years?  YES  NO  
*Conviction will not necessarily disqualify an applicant from employment. Applicant is not obligated to disclose expunged juvenile records of arrest or conviction.*

If Yes, Please explain \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

**Describe any specialized training, apprenticeship or skills.**


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


**Please provide any Professional / Job References.**


# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer		Dates Employed	Work Performed
Address		From To	
Telephone Number(s)			
Job Title	Supervisor	Hourly Rate/Salary	
Reason for Leaving		Starting To	
Employer		Dates Employed	Work Performed
Address		From To	
Telephone Number(s)			
Job Title	Supervisor	Hourly Rate/Salary	
Reason for Leaving		Starting To	
Employer		Dates Employed	Work Performed
Address		From To	
Telephone Number(s)			
Job Title	Supervisor	Hourly Rate/Salary	
Reason for Leaving		Starting To	
Employer		Dates Employed	Work Performed
Address		From To	
Telephone Number(s)			
Job Title	Supervisor	Hourly Rate/Salary	
Reason for Leaving		Starting To	
Employer		Dates Employed	Work Performed
Address		From To	
Telephone Number(s)			
Job Title	Supervisor	Hourly Rate/Salary	
Reason for Leaving		Starting To	

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

# Additional Information

## Other Qualifications

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

## Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> Data Entry	Production /Mobile	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> Spreadsheets	_____	_____
<input type="checkbox"/> Type words/min.	<input type="checkbox"/> Word Processing		

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

**Note to Applicants: DO NOT ANSWER THIS 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 a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the Activities involved in such a job or occupation is attached.

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.

This organization is an equal opportunity employer. We recruit, hire and promote employees without regard to race, color, religion, sex, age, national origin, citizenship, disability, sexual orientation, marital status, military status or ancestry. To comply with Federal Immigration Reform and Control Act, this organization requires all new hires to show proof of their eligibility to work in the United States. Failure to produce the required documents will cause this organization to withdraw its job offer and terminate an individual's employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# **GENERAL LABOR**

## **Job Description**

**Applicant's Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Job Title:** Laborer  
**FLSA Status:** Hourly

### **SUMMARY**

Handles materials and products manually by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Read PWO (Parts Work Order) to determine correct parts and packing materials.

Appropriately pack one piece or multiples as instructed by PWO and have checked by authorized person for approval.

Apply appropriate labels to packing material or parts.

Pack as required by PWO.

Close and seal package as per PWO.

May require use of heat-seal machine if packing in poly bag.

Place on conveyer or into proper shipping container for movement to next work station.

Report to assigned facility a minimum of five days, 40 hours, per week willing and able to perform required functions.

Meet production standard established for area with minimal errors.

Promote employee safety and adhere to all established guidelines.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

### **MATHEMATICAL SKILLS**

Ability to count, add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few variables in standard situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; use hands to grasp, finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, and talk or hear. The employee is occasionally required to walk. The employee must lift and/or move up to 40 pounds for women and 75 pounds for men, Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Frequent hand/wrist motion is required in many positions. Most positions require much bending to and from floor level to containers and pushing and pulling floor jacks with material weighing up to 1500 pounds to staging areas.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to warm, humid conditions, moving forklifts, and fumes or airborne particles. The temperatures in the winter can be rather cool in the shops, depending on the area. The noise level in the work environment is usually moderate.

**EQUIPMENT REQUIREMENTS**

Use of banding equipment, utility knives, hand jacks to push or pull material and heat-sealing devises. Some areas involve the use of hoists, hammers, pry bars, sanders, nail guns or other vibrating tools.

**Applicant to Complete the following...**

Are you capable of performing the activities listed above with or without a reasonable accommodation?

Yes\_\_\_\_\_ No\_\_\_\_\_

Please describe the necessary accommodation if applicable...

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I certify the answer given above is true and complete to the best of my knowledge and understand that false or misleading information may result in discharge.

Applicant’s Signature\_\_\_\_\_ Date\_\_\_\_\_