



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

PERSONAL INFORMATION

Date: _____

Name: _____ SS#: _____

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Phone No: () _____ Are you 18 years or older? Yes ___ No ___

In order to permit a check of your work and education records, are there any other names that you have previously used? Yes ___ No ___ If yes, identifies names and relevant dates: _____

Please list all previous places of residence (if different than current residence) for the past three years (Use a separate sheet if more than three):

1. _____ How long?
2. _____ How long?
3. _____ How long?

GENERAL EMPLOYMENT QUESTIONS

How did you learn about us? _____
___ Advertisement ___ Friend ___ Walk-In ___ Web page
___ Employment Agency ___ Relative
___ ATTC employee (name: _____)
___ Other

Position applied for: _____ Can Start: _____

Are you employed now? _____ If so, may we contact?
Your present employer? _____ Previous Employers? _____

If "no," please explain reason: _____

General Employment Questions Continued . . .

Have you ever applied to or worked for ATTC Manufacturing, as an employee or contractor?
If so, when? _____ If so, when were you employed? _____

Are you currently able to be employed lawfully in this country? Yes _____ No _____ Note that proof of citizenship or immigration status will be required upon employment.

Are you currently on "lay-off" status and subject to recall? ____ If "yes," please explain: _____

Can you travel if the job requires it? _____

Type of employment desired: _____ Full-Time _____ Part-Time _____ Temporary

Hours of Availability (Please check all that apply) Days _____ Evenings _____ Weekends _____

Can you work mandatory overtime? Yes _____ No _____

Driver's License Number
(If driving is an essential function of the job you are seeking) _____

Proof of Insurance (name of insurance company and policy number – if driving is an essential function of the job your are seeking) _____

If you are under the age of 18 can you furnish a work permit, if required? _____

EDUCATION	Name and Location of School	No. of Years Attended	Did You Graduate?	Subjects Studied/Degree
Elementary	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate/ Professional	_____	_____	_____	_____
Trade, Business or Other	_____	_____	_____	_____

MILITARY SERVICE

Military Service: _____ Rank: _____

FORMER EMPLOYERS Please give an accurate, complete full-time and part-time employment record. Include any job-related military service assignments and volunteer activities. Start with your current employer (or most recent employer if not employed) and account for all periods of unemployment. Use a separate sheet if necessary.

1.	EMPLOYER	DATES		WORK PERFORMED
	ADDRESS/PHONE	FROM	TO	
	POSITION			
	SUPERVISOR'S NAME	WAGE/SALARY		
	REASON FOR LEAVING	STARTING	FINAL	
	VOLUNTARY OR INVOLUNTARY TERMINATION?			
	2.	EMPLOYER	DATES	
ADDRESS/PHONE		FROM	TO	
POSITION				
SUPERVISOR'S NAME		WAGE/SALARY		
REASON FOR LEAVING		STARTING	FINAL	
VOLUNTARY OR INVOLUNTARY TERMINATION?				
3.		EMPLOYER	DATES	
	ADDRESS/PHONE	FROM	TO	
	POSITION			
	SUPERVISOR'S NAME	WAGE/SALARY		
	REASON FOR LEAVING	STARTING	FINAL	
	VOLUNTARY OR INVOLUNTARY TERMINATION?			
	4.	EMPLOYER	DATES	
ADDRESS/PHONE		FROM	TO	
POSITION				
SUPERVISOR'S NAME		WAGE/SALARY		
REASON FOR LEAVING		STARTING	FINAL	
VOLUNTARY OR INVOLUNTARY TERMINATION?				

QUALIFICATIONS FOR EMPLOYMENT

Except for vacations and holidays, how many work days were you absent during the past calendar year?
___ 0-5 days ___ 6-10 days ___ 11-15 days ___ 16-20 days ___ 21+ days

Which of your previous jobs did you like best? _____

What did you like most about that job? _____

We have a policy of assuring that the work environment is free from harassment and discrimination. Have you ever been accused of sexual or other harassment or employment discrimination?

Yes _____ No _____

If yes please explain: _____

Describe any specialized training, apprenticeship, and skills and state where it was received; also describe any job-related extra-curricular activities: _____

List professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, religion, genetic information, national origin, age, disability or any other protected status): _____

PERSONAL REFERENCES

(Give the names of three persons not related to you, whom you have known at least one year. Do not include any prior employer.)

	<u>Name</u>	<u>Address</u>	<u>Relationship</u>	<u>Years Acquainted</u>	<u>Area Code/Phone Number</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

OTHER

In case of
Emergency Notify: _____
Name Address Phone

Other Questions Continued . . .

Have you ever been arrested for or convicted of a crime that has not been expunged by a court? Note: A conviction does not constitute an automatic bar to employment – the type of conviction, when it occurred, and other factors will be considered.

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? Yes___ No___ If "No," please explain:_____

CERTIFICATION

I hereby authorize the release of any employment data relevant to my employment with ATTC Manufacturing, Inc. (Company) for the purpose of an employment investigation. I authorize a thorough investigation of my past employment, activities, and background and agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. This investigation may also include a determination regarding whether I have a criminal record.

I agree to submit to any lawful drug, alcohol, or other testing that may be required as a condition of employment or continued employment and understand that refusal to promptly submit and cooperate with such testing prior to or during the course of my employment will result in disqualification from consideration for employment or, if hired, termination.

I fully understand that if employed, any misrepresentation or omission on this Application or any other Company record will result in dismissal, regardless of the date of discovery. I acknowledge that employment is also subject to a satisfactory review of my references.

Neither this Application nor any statement made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by the President of the Company. Absent such a contract, I understand that, if hired, my employment will be terminable-at-will, with or without cause or notice, that I am not being employed for any specified or definite period of time, and that this application is not and is not intended to be a contract, offer, statement or confirmation of or for continued employment. I understand that any employee handbook or manual does not represent an employment contract if I am hired. I understand that the Company may alter, modify, amend, or terminate any of its policies and benefits, both as to active and retired employees.

Date

Signature

DO NOT WRITE BELOW THIS LINE

Interviewed By: _____ Date: _____

Hire: Yes _____ No _____ Position: _____

Department: _____ Salary/Wage: _____

Date Reporting to Work: _____

Approved: 1. _____ 2. _____ 3. _____