



## APPLICATION FOR EMPLOYMENT

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Position** \_\_\_\_\_

**Would you like to work at Ultrafab? Before filling out an application for employment, please read the following.**

Ultrafab is a manufacturer of weatherstripping, custom brushes, seals, static eliminators and specialty parts used in office equipment industries.

**The key attributes of success that every employee should demonstrate are:**

- **Commitment** – to family, fellow employees and customers
- **Passion** – to do his/her best at any assignment taking the initiative before being asked
- **Self Esteem** – respect for self and others
- **Sense of Urgency** – an implicit understanding of job needs and priorities
- **Flexibility** – willing and comfortable adapting to new circumstances and conditions
- **Other Peoples Money** - thinks of and treats the assets of the Company as if they were his/her own
- **An active learner** – seeks feedback and constantly evaluates how things can be done better
- **Team orientation** – enjoys working and accomplishing with others

**Policies you should be aware of:**

- You must pass a witnessed Drug and Alcohol test prior to employment.
- You are subject to random Drug and Alcohol testing once employed.
- You must sign a confidentiality and non-compete agreement. It is essential that data, information and processing equipment are used only for approved company business.
- Offer of employment is conditional on completing pre-employment physical.
- Ultrafab will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another worker's performance or which creates an intimidating, offensive or hostile environment.
- Ultrafab provides a "smoke free" environment for its employees.
- Ultrafab may do background checks with your signed consent. These background checks may include credit, Department of Motor Vehicles and criminal background checks.

**Ultrafab is an equal opportunity employer.**

If you understand and agree to the above, we would like for you to fill out an application for employment.  
I have read and understand the above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_  
Referred by: \_\_\_\_\_ Date Available for Work: \_\_\_\_\_

**INSTRUCTIONS:** Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record with our company. Keep this in mind as you complete it. *Special Note: You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer.*

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**PERSONAL**

Name \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_  
First M.I. Last  
Email: \_\_\_\_\_  
Street \_\_\_\_\_ Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Previous Address \_\_\_\_\_ If younger than 18, state age here \_\_\_\_\_ Are you legally entitled to work in the United States? \* \_\_\_\_\_ yes \_\_\_\_\_ no  
Have you ever been convicted of a crime other than a minor traffic violation? \*\* \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\* Compliance with I-9 requirements is mandatory, upon employment.  
\*\* Conviction of a crime would not necessarily prevent acceptance of employment.

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**EDUCATION**

High School (Name and Address) \_\_\_\_\_  
Did you graduate? \_\_\_\_\_ If no, last grade completed \_\_\_\_\_ G.E.D. Obtained? \_\_\_\_\_ Grade Average \_\_\_\_\_  
Colleges (Name and Address) \_\_\_\_\_  
Colleges (Name and Address) \_\_\_\_\_  
Did you graduate? \_\_\_\_\_ If no, number of hours completed \_\_\_\_\_ Grade Point Average \_\_\_\_\_ Degree \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_ If attending, date of graduation \_\_\_\_\_  
Other Education \_\_\_\_\_  
Awards, Honors, Leadership \_\_\_\_\_  
Roles: \_\_\_\_\_

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**GENERAL EMPLOYMENT INFORMATION**

- List here all of the equipment with which you have experience and training. (Examples: cash register, computer skills, lathe, milling machine, etc.): \_\_\_\_\_
- Were you previously employed by us? \_\_\_\_\_ If yes, when \_\_\_\_\_ to \_\_\_\_\_
- Salary Expected \_\_\_\_\_ hour/week/year Number of hours available per week \_\_\_\_\_
- Type of Employment sought:  regular full time  regular part time  temporary  seasonal
- Which of these times are you available? Days:  yes  no Nights:  yes  no  
Weekends:  yes  no Holidays:  yes  no
- Indicate hours you are available to work on the following days (or check Anytime, if you have no restrictions)  
Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_  
to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_  
 Anytime  Anytime  Anytime  Anytime  Anytime  Anytime  Anytime
- List names of relatives currently employed by us: \_\_\_\_\_

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**MILITARY**  not applicable

List service in U.S. Military: From \_\_\_\_\_ to \_\_\_\_\_ Branch \_\_\_\_\_  
Rank at Discharge \_\_\_\_\_ Military experience that may be applicable: \_\_\_\_\_  
\_\_\_\_\_

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**EXPERIENCE**

List below **all present and past** employment for the **last 7 years**, beginning with your most recent employer. If more space is needed, list others on a separate sheet.

1. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Kind of Business \_\_\_\_\_ Date Employed \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving:  Quit  Discharge  Retired  Lay off Why? \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
Please do not contact this employer. Why not? \_\_\_\_\_

2. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Kind of Business \_\_\_\_\_ Date Employed \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving:  Quit  Discharge  Retired  Lay off Why? \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
Please do not contact this employer. Why not? \_\_\_\_\_

3. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Kind of Business \_\_\_\_\_ Date Employed \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving:  Quit  Discharge  Retired  Lay off Why? \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
Please do not contact this employer. Why not? \_\_\_\_\_

4. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Kind of Business \_\_\_\_\_ Date Employed \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving:  Quit  Discharge  Retired  Lay off Why? \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
Please do not contact this employer. Why not? \_\_\_\_\_

The above employment history is true and correct and includes **all my present and past** employers for the last 7 years.

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

## CONDITIONS OF EMPLOYMENT

*To Applicant: Read this information carefully and sign below.*

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job. A copy of this authorization is as valid as the original.
- III. I understand that I may be required to work overtime as a condition of being employed here.
- IV. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand that my employment and compensation can be terminated, with or without cause, at anytime, at the option of either the company or me. I understand that no representative of this company has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.
- V. I understand that I may be required to submit to pre-employment and post-employment tests for fitness, honesty, and/or substance abuse, if not prohibited by law.
- VI. Upon separation of employment, I authorize my employer to withhold from my final paycheck any monies owed to them by me.
- VII. I understand that I may be required to sign an authorization of disclosure and release of claims to an independent reference checking service acting on behalf of Ultrafab, Inc. This service may do the following checks: criminal background, motor vehicle, financial records and employment reference.

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

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 **AUTHORIZATION FOR EMPLOYMENT REFERENCE CHECK**

Please list below two business references who can attest to your skills, knowledge and experience, that will contribute to your success in the position for which you are applying.

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE (     ) \_\_\_\_\_  
OCCUPATION \_\_\_\_\_

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE (     ) \_\_\_\_\_  
OCCUPATION \_\_\_\_\_