



AccuTrex Products, Inc.
112 Southpointe Boulevard
Canonsburg, PA 15317
Phone: 724-746-4300
Fax: 724-746-0711

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____ Social Security # _____ - _____ - _____
Last First Middle

Address _____
Street City State Zip

Telephone # _____ Mobile/Beeper/Other Phone # _____ E-mail _____

Position(s) applied for _____ Date of application ____ / ____ / ____

Referral Source (Please check the appropriate category and name the source)

- Walk-in _____ School _____
- Employee _____ Job Fair _____
- Advertisement _____ Staffing Agency _____
- Company's Website _____ Government Employment Agency _____
- Other Internet _____ Other _____

If necessary, best time to call you at home is: ____:____AM/PM Will you relocate if job requires it? Yes No

May we contact you at work?..... Yes No Will you travel if job requires it? Yes No

If yes, work number and best time to call:
 () ____ - ____ : ____ AM/PM

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

If you are under 18, and it is required,
Can you furnish a work permit? Yes No

If no, please explain _____

Will you work overtime if required? Yes No

If no, please explain _____

Submitted an application here before? Yes No
If yes, give date(s) and position(s) _____

Driver's license number required if driving is required
in the job for which you are applying:

State _____

Have you been employed here before? Yes No
If yes, give date(s) and position(s) _____

Have you ever been bonded? Yes No

Answering "Yes" to the following question does not
constitute an automatic bar to employment. Factors
such as date of the offense, seriousness and nature of
the violation, rehabilitation and position applied for
will be taken into account.

Are you legally eligible for employment in this
Country? Yes No

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

Date available for work ____/____/____

If yes, please provide date(s) and details _____

What is your desired salary range/hourly rate of pay?
\$ _____ Per _____

Type of employment desired: Full-Time Part-Time
 Educational Co-Op Seasonal Temporary

Type of work schedule interested in (check all that apply)

Days Evenings Nights Overtime
 Weekends Split Shift Rotating Shift

Employment History Starting with your most recent employer, provide the following information.

1. Employer _____ Telephone # _____

Street Address _____ City _____ State _____

Dates Employed From ____/____/____ To ____/____/____

Compensation (Starting) Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____

Compensation (Final) Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____

Starting Job Title/final Job Title _____

Immediate supervisor and title (for most recent position held) _____

May we contact for reference? Yes No

Why did you leave? _____

Summarize the type of work performed and job responsibilities. _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

2. Employer _____ Telephone # _____

Street Address _____ City _____ State _____

Dates Employed From _____ / _____ / _____ To _____ / _____ / _____

Compensation (Starting) Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____

Compensation (Final) Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____

Starting Job Title/final Job Title _____

Immediate supervisor and title (for most recent position held) _____

May we contact for reference? Yes No

Why did you leave? _____

Summarize the type of work performed and job responsibilities. _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

3. Employer _____ Telephone # _____

Street Address _____ City _____ State _____

Dates Employed From _____ / _____ / _____ To _____ / _____ / _____

Compensation (Starting) Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____

Compensation (Final) Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____

Starting Job Title/final Job Title _____

Immediate supervisor and title (for most recent position held) _____

May we contact for reference? Yes No

Why did you leave? _____

Summarize the type of work performed and job responsibilities. _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

4. Employer _____ Telephone # _____

Street Address _____ City _____ State _____

Dates Employed From _____ / _____ / _____ To _____ / _____ / _____

Compensation (Starting) Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____

Compensation (Final) Hourly Salary \$ _____ per _____
Commission/Bonus/Other Compensation \$ _____

Starting Job title/final job title _____

Immediate supervisor and title (for most recent position held) _____

May we contact for reference? Yes No

Why did you leave? _____

Summarize the type of work performed and job responsibilities. _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain _____

Skills and Qualifications Please check any of the following skills you possess and equipment you are qualified to operate:

Manufacturing Skills

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Aerospace | <input type="checkbox"/> Apparel & Garment | <input type="checkbox"/> Elastomer Plastic | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Ship Construction | <input type="checkbox"/> Furniture | <input type="checkbox"/> Construction | <input type="checkbox"/> Industrial Ceramic |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Chemical | <input type="checkbox"/> Electronic | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Pharmaceutical | <input type="checkbox"/> Textile | _____ |

Heavy Equipment

List: _____

Light Equipment

List: _____

Educational Background

Starting with your most recent school attended, provide the following information.

1. School (include City and State) _____

Years completed _____

Completed Diploma GED
 Degree _____
 Certification _____
 Other _____

GPA/Class Rank _____ / _____
Major/Minor _____ / _____

2. School (include City and State) _____

Years completed _____

Completed Diploma GED
 Degree _____
 Certification _____
 Other _____

GPA/Class Rank _____ / _____
Major/Minor _____ / _____

3. School (include City and State) _____

Years completed _____

Completed Diploma GED
 Degree _____
 Certification _____
 Other _____

GPA/Class Rank _____ / _____
Major/Minor _____ / _____

4. School (include City and State) _____

Years completed _____

Completed Diploma GED
 Degree _____
 Certification _____
 Other _____

GPA/Class Rank _____ / _____

Major/Minor _____ / _____

References List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.
Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical abilities, veteran/reserve National Guard or any other similarly protected status.

1. Name _____
Title _____
Relationship to You _____
Telephone _____
Number of Years Known _____

2. Name _____
Title _____
Relationship to You _____
Telephone _____
Number of Years Known _____

3. Name _____
Title _____
Relationship to You _____
Telephone _____
Number of Years Known _____

Related Information To what job-related organizations (professional, trade, etc.) do you belong?

1. Organization _____
Offices Held _____

2. Organization _____
Offices Held _____

3. Organization _____
Offices Held _____

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical abilities, veteran/reserve National Guard or any other similarly protected status.

In your current or a prior job, have you ever written safety instructions or directions to be followed by employees?

Yes No Not applicable

If yes, please explain: _____

Is there any other job-related information you want us to know about you?

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 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.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period to definite duration. I understand that no supervisor or representative of the employee is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** ____/____/____
