

APPLICATION FOR EMPLOYMENT



It is the policy of Ad-Tech Industries, Inc. to provide equal opportunity with regard to all terms and conditions of employment. Ad-Tech Industries, Inc. complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age or any other protected characteristic.

Name: _____

Phone: _____

Address: _____

City/State/Zip: _____

Position applied for: _____ Shift preferred: 1 2 Any

Special training or skills: (languages, machine operation, etc.) that would benefit you in the job for which you are applying:

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed here before? Yes No Dates _____

Are you of legal age to work? Yes No

EDUCATIONAL BACKGROUND

Grammar School

Name and location: _____

Did you graduate? Yes No

Course of study: _____

Degree/Diploma _____

High School

Name and location: _____

Did you graduate? Yes No

Course of study: _____

Degree/Diploma _____

College/Vocational, or other training

Name and location: _____

Did you graduate? Yes No

Course of study: _____

Degree/Diploma _____

PREVIOUS EMPLOYERS AND ADDRESSES

Place an "X" by the employer(s) you *do not* want us to contact. List the most recent employer first.

Company Name _____
Address _____
Phone (_____) _____ Contact Name _____
Position _____ Employed From _____ To _____
Reason for Leaving _____ Last Wage \$ _____

Company Name _____
Address _____
Phone (_____) _____ Contact Name _____
Position _____ Employed From _____ To _____
Reason for Leaving _____ Last Wage \$ _____

Company Name _____
Address _____
Phone (_____) _____ Contact Name _____
Position _____ Employed From _____ To _____
Reason for Leaving _____ Last Wage \$ _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to Ad-Tech Industries, Inc. rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or Ad-Tech Industries, Inc. option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by Ad-Tech Industries, Inc. I understand that no Ad-Tech Industries, Inc. representative, other than its' General Manager, and then only when in writing and signed by the General Manager, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicants Signature: _____ Date: _____

APPLICANT REFERENCE CHECK

Date: _____

To Whom It May Concern:

The applicant named below has submitted an application for employment with our company. Please verify employment and rate the performance of this candidate below. Please return as soon as possible.

Ad-Tech Industries, Inc.
110 South Votek Drive
Watertown, WI 53094
Attn: Human Resources
Phone: 920-262-0302 ext. 109 Email: hr@ad-techind.com

To be completed by applicant (This section only):

Applicant's Name: _____

Dates of employment: From _____ To _____

Previous Employer: _____

Contact Person: _____ Phone: _____

I request and authorize the previous employer listed above to complete this reference check.

I release my previous employer and all persons and organizations from all claims and liabilities of any nature arising from any information provided pursuant to this request.

Applicant's Signature

Date

To be completed by former employer (Ad-Tech will send to former employer):

- 1) Attendance
_____ Poor _____ Fair _____ Average _____ Good _____ Excellent
- 2) Work Performance
_____ Poor _____ Fair _____ Average _____ Good _____ Excellent
- 3) Attitude
_____ Poor _____ Fair _____ Average _____ Good _____ Excellent
- 4) Dependability
_____ Poor _____ Fair _____ Average _____ Good _____ Excellent
- 5) Initiative
_____ Poor _____ Fair _____ Average _____ Good _____ Excellent

Why did the applicant leave? _____

Would you rehire? Yes No If no, why not? _____

Comments: _____

Voluntary Affirmative Action Form

Completion of information below if voluntary. Submission of this information is voluntary and refusal to provide it will not subject you discharge or disciplinary treatment. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non – job – related medical condition or handicap, or any other legally protected status.

Date: _____ **Position(s) Applied For:** _____

Name – Last	First	Middle	Area Code – Phone ()
Address – Street	City	State	Zip Code

Referral Source:

_____ Advertisement _____ Employee _____ Relative _____ Walk – In _____ School
_____ Government Employment Agency _____ Private Employment Agency _____ Other

Name of Source (If Applicable): _____

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that your survey is not a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

Check One: _____ Male _____ Female

Check one of the following race / ethnic groups:

_____ Hispanic _____ Black _____ White _____ American Indian / Alaskan Native _____ Asian / Pacific Islander

Check if any of the following are applicable:

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped Individual

*To be completed by applicant. Not for interview purposes.
To be filed separately from application.*