

# Application for Employment

Screening tests for illegal drug use may be required before hiring and during your employment at Hypro Inc.

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.

Position(s) applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Referral Source: (How did you hear about us?) \_\_\_\_\_

Have you ever been employed at Hypro? If yes, give dates and positions: \_\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from this company?.....  
*If yes, additional information may be requested.*

Are you legally eligible for employment in this country? .....

Date available for work: \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Type of employment desired:    Full-Time    Part-Time    Seasonal    Internship

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?  
*This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.*

Check here if you need more information about the job's "essential functions" to respond.

Driver's license number required if driving may be required in the job for which you are applying: \_\_\_\_\_ State: \_\_\_\_\_

Answering "yes" to either part of 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.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime other than a minor traffic violation?.....

If yes, please provide date(s) and details: \_\_\_\_\_

## Employment History

*Starting with your most recent employer, provide the following information:*

<p>Employer: _____ Telephone #: _____</p> <p>Street Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Starting Job Title / Final Job Title: _____</p> <p>Immediate supervisor and title (for most recent position held): _____</p> <p>Why did you leave?: _____</p> <p>Summarize the type of work performed and job responsibilities: _____</p>	<p>May we contact for reference?: _____</p> <p>Supervisor Email: _____</p>	<p>Dates Employed: _____ to _____</p> <p>Hourly: _____ Salary: \$ _____ per _____</p> <p>Commission/Bonus/Other Compensation \$: _____</p> <p>Check if Currently Employed Here?: <input type="checkbox"/></p>
<p>Employer: _____ Telephone #: _____</p> <p>Street Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Starting Job Title / Final Job Title: _____</p> <p>Immediate supervisor and title (for most recent position held): _____</p> <p>Why did you leave?: _____</p> <p>Summarize the type of work performed and job responsibilities: _____</p>	<p>May we contact for reference?: _____</p> <p>Supervisor Email: _____</p>	<p>Dates Employed: _____ to _____</p> <p>Hourly: _____ Salary: \$ _____ per _____</p> <p>Commission/Bonus/Other Compensation \$: _____</p> <p>Check if Currently Employed Here?: <input type="checkbox"/></p>
<p>Employer: _____ Telephone #: _____</p> <p>Street Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Starting Job Title / Final Job Title: _____</p> <p>Immediate supervisor and title (for most recent position held): _____</p> <p>Why did you leave?: _____</p> <p>Summarize the type of work performed and job responsibilities: _____</p>	<p>May we contact for reference?: _____</p> <p>Supervisor Email: _____</p>	<p>Dates Employed: _____ to _____</p> <p>Hourly: _____ Salary: \$ _____ per _____</p> <p>Commission/Bonus/Other Compensation \$: _____</p> <p>Check if Currently Employed Here?: <input type="checkbox"/></p>

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Skills: (Check appropriate boxes. Include details and years of experience.)

Computer Skills:	Years:	Measuring Devices:	Years:
CNC Experience:	Years:	Manufacturing:	Years:
Forklift Experience:	Years:	Maintenance:	Years:
Customer Service:	Years:	Other Skills:	Years:

## Educational Background

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

School (Include City and State)	Years Completed	Completed	Major/Minor
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## References

List names and telephone numbers 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.

Name	Title	Relationship	Telephone	E-mail	# of Yrs Known
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## Location Applying for

## Shifts Available to Work

1st Shift	2nd Shift	3rd Shift
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## 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 one year. 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 or definite duration. I understand that no supervisor or representative of the employer 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.

*This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. This Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.*

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. I understand that by typing my name below, I am electronically signing my application. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

Signature of Applicant:

Date Signed:

