



## Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Telephone #(s): \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

Type of employment desired: \_\_\_\_\_ full-time \_\_\_\_\_ part-time \_\_\_\_\_ temporary

Date you will be available to start work: \_\_\_\_\_

Are you able to meet the attendance requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any objection to working overtime if necessary? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any relatives or friends who are employed by CoilMaster? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, who? \_\_\_\_\_

Have you ever been previously employed by our organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when, and in what position? \_\_\_\_\_

Can you submit proof of legal employment authorization and identity? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you are under 18, can you furnish a work permit if it is required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a crime in the last 7 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain (a conviction will not automatically bar employment): \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, may we contact your present employer? \_\_\_\_\_

\_\_\_\_\_

# Employment History

\*Please provide information for your past five employers starting with the present or most recent.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

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## Educational History

School Name & Location	Years Completed	Course of Study	Degree Earned
High School			
College			
Technical/Other Training			

**References** List 3 references (Do not include relatives or employers):

Name	Telephone Number	# of Years Known

**All Applicants should carefully read the CoilMaster Attendance Control Policy (ACP) outlined on the next pages. If you cannot meet the requirements of the ACP, you will not be considered for employment with CoilMaster Corporation. There can be no special arrangements made regarding attendance.**

**SIGNATURE REQUIRED ON PAGE 5**

# Attendance Control Policy

**Normal Working Hours are: Monday through Friday from 7:30 a.m. – 4:00 p.m.**

However, to meet the needs of its customers and the demands of a changing workplace, the Company may need to change an employee's usual hours of work at times and for periods that may be hard to predict, or in some cases, on an ongoing basis.

## **Performance of overtime work is a condition of employment at CoilMaster.**

Whenever possible, supervisors will give employees prior notice of required overtime. However, emergencies are the exception and when the need to work overtime arises, employees are expected to stay and work without prior notice in order to complete an order that must go out. Any refusal to work overtime hours will count on individual attendance records as **1 point** per occurrence.

## **Attendance DURING the NEW-HIRE EVALUATION PERIOD:**

During the first 90 days of your employment with CoilMaster Corporation, you will have the opportunity to learn your job, and your supervisor will evaluate your ability, interest and efficiency while you perform the type of work you have been assigned. During this period:

- Any full-day absence (including Saturday Overtime) during your first 10 working days of employment will result in termination of employment
- More than 1 tardy, early leave or refusal to work afternoon overtime during your first 10 working days of employment will result in termination of employment
- More than 2 missed in/out punches during your first 10 working days of employment will result in termination of employment
- Thereafter, an accumulation of 3.5 attendance points at any time during the first 90 days of employment will result in termination of employment
- Any failure to notify the company of absence during the first 90 days of employment will result in termination of employment

## **Points are assessed as follows:**

Absences (with call-in)	1 point
Tardy	½ point
Leave Early**	½ point
Leave Early & Return	½ point
Failure to clock in or out	½ point
Late returning from break or lunch	½ point
Failure to work required overtime	1 point

## **Redemption Policy:**

This program provides an opportunity for employees to redeem their accumulated points with the intent of avoiding possible corrective disciplinary measures. Each 30-day period of perfect attendance will remove 1 point from the employee's total (the day following last occurrence begins the 30-day period). At no time will any employee be permitted to have less than 0 points.

## **ACKNOWLEDGEMENTS:**

- I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.
- I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.
- If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.
- I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.
- I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.
- I acknowledge that I have read the CoilMaster Attendance Control Policy and am able to comply with it during the New-Hire period and after the New-Hire period.

**I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.**

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_