



**General Employment Questions Continued . . .**

Have you ever applied to or worked for  
ATTC Manufacturing before, as an employee or contractor? \_\_\_\_\_ If so, when? \_\_\_\_\_

Are you currently able to be employed lawfully in this country? Yes \_\_\_\_ No \_\_\_\_ Note that proof of citizenship  
or immigration status will be required upon employment.

Are you currently on "lay-off" status and subject to recall? \_\_\_\_\_ If "yes," please explain: \_\_\_\_\_  
\_\_\_\_\_

Can you travel if the job requires it? \_\_\_\_\_

Type of employment desired: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary

Hours of Availability (Please check all that apply) Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends \_\_\_\_\_

Can you work mandatory overtime? Yes \_\_\_\_ No \_\_\_\_

Driver's License Number  
(if driving is an essential function of the job you are seeking) \_\_\_\_\_

Proof of Insurance (name of  
insurance company and policy  
number – if driving is an essential  
function of the job your are seeking) \_\_\_\_\_

If you are under the age of 18 can you furnish a work permit, if required? \_\_\_\_\_

<b><u>EDUCATION</u></b>	Name and Location of School	No. of Years Attended	Did You Graduate?	Subjects Studied/Degree
Elementary	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate/ Professional	_____	_____	_____	_____
Trade, Business or Other	_____	_____	_____	_____

**MILITARY SERVICE**

Military Service: \_\_\_\_\_ Rank: \_\_\_\_\_ Present Membership in National Guard or Reserves: \_\_\_\_\_

**FORMER EMPLOYERS** Please give an accurate, complete full-time and part-time employment record. Include any job-related military service assignments and volunteer activities. Start with your current employer (or most recent employer if not employed) and account for all periods of unemployment. Use a separate sheet if necessary.

1.	EMPLOYER	DATES		WORK PERFORMED
	ADDRESS/PHONE	FROM	TO	
	POSITION			
	SUPERVISOR'S NAME	WAGE/SALARY		
	REASON FOR LEAVING	STARTING	FINAL	
	VOLUNTARY OR INVOLUNTARY TERMINATION?			
2.	EMPLOYER	DATES		WORK PERFORMED
	ADDRESS/PHONE	FROM	TO	
	POSITION			
	SUPERVISOR'S NAME	WAGE/SALARY		
	REASON FOR LEAVING	STARTING	FINAL	
	VOLUNTARY OR INVOLUNTARY TERMINATION?			
3.	EMPLOYER	DATES		WORK PERFORMED
	ADDRESS/PHONE	FROM	TO	
	POSITION			
	SUPERVISOR'S NAME	WAGE/SALARY		
	REASON FOR LEAVING	STARTING	FINAL	
	VOLUNTARY OR INVOLUNTARY TERMINATION?			
4.	EMPLOYER	DATES		WORK PERFORMED
	ADDRESS/PHONE	FROM	TO	
	POSITION			
	SUPERVISOR'S NAME	WAGE/SALARY		
	REASON FOR LEAVING	STARTING	FINAL	
	VOLUNTARY OR INVOLUNTARY TERMINATION?			

**QUALIFICATIONS FOR EMPLOYMENT**

Except for vacations and holidays, how many work days were you absent during the past calendar year?  
\_\_ 0-5 days \_\_ 6-10 days \_\_ 11-15 days \_\_ 16-20 days \_\_ 21+ days

Which of your previous jobs did you like best? \_\_\_\_\_

What did you like most about that job? \_\_\_\_\_

We have a policy of assuring that the work environment is free from harassment and discrimination. Have you ever been accused of sexual or other harassment or employment discrimination? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_

Describe any specialized training, apprenticeship, and skills and state where it was received; also describe any job-related extra-curricular activities: \_\_\_\_\_  
\_\_\_\_\_

List professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, religion, national origin, age, disability or any other protected status): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

(Give the names of three persons not related to you, whom you have known at least one year. Do not include any prior employer.)

	<u>Name</u>	<u>Address</u>	<u>Relationship</u>	<u>Years Acquainted</u>	<u>Area Code/Phone Number</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

**OTHER**

In case of  
Emergency Notify: \_\_\_\_\_  
Name Address Phone

**Other Questions Continued . . .**

Have you ever been convicted of any crime in any state? (If you are not applying for a position in which driving is an essential function, do not include minor traffic offenses). Note: A conviction does not constitute an automatic bar to employment – the type of conviction and when it occurred will be considered.

---

---

---

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? Yes\_\_\_ No\_\_\_ If "No," please explain:\_\_\_\_\_

---

---

**CERTIFICATION**

I hereby authorize the release of any employment data relevant to my employment with ATTC Manufacturing, Inc. (Company) for the purpose of an employment investigation. I authorize a thorough investigation of my past employment, activities, and background and agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. This investigation may also include a determination regarding whether I have a criminal record.

I agree to submit to any lawful drug, alcohol, or other testing that may be required as a condition of employment or continued employment and understand that refusal to promptly submit and cooperate with such testing prior to or during the course of my employment will result in disqualification from consideration for employment or, if hired, termination.

I fully understand that if employed, any misrepresentation or omission on this Application or any other Company record will result in dismissal, regardless of the date of discovery. I acknowledge that employment is also subject to a satisfactory review of my references.

Neither this Application nor any statement made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by the President of the Company. Absent such a contract, I understand that, if hired, my employment will be terminable-at-will, with or without cause or notice, that I am not being employed for any specified or definite period of time, and that this application is not and is not intended to be a contract, offer, statement or confirmation of or for continued employment. I understand that any employee handbook or manual does not represent an employment contract if I am hired. The Company may alter, modify, amend, or terminate any of its policies and benefits, both as to active and retired employees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**DO NOT WRITE BELOW THIS LINE**

---

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Hire: Yes \_\_\_\_\_ No \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

Date Reporting to Work: \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

INDY1054012v1