



## Application for Employment

**PERSONAL INFORMATION**

*Please Print Clearly*

Date: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Full Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Emergency Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contact \_\_\_\_\_

If you have ever worked under another name, please identify: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Date you can start work: \_\_\_\_\_

How did you learn of us?      Advertisement      Walk In      Other  
    Current Employee \_\_\_\_\_      Employment Service \_\_\_\_\_

State name(s) of any relative(s) in our employ and your relationship to them:

Name:	Relationship:

Are you 18 years old or older?	Yes	No
Have you ever filed an application with us before?	Yes, dates:	No
Have you ever been employed with us before?	Yes, dates:	No
Are you currently employed?	Yes	No
May we contact your present employer?	Yes	No
Are you authorized to work in the U.S.?	Yes (proof is required)	No
Which work schedule is preferred?	Full-time	Part-time
Are you able to work overtime?	Yes	No
What shift(s) are you available to work?	1 <sup>st</sup> 2 <sup>nd</sup>	3 <sup>rd</sup> Any
What days of the week are you available to work?	M      T      W      Th      F      Sa      Su	
If required, can you travel for the job?	Yes	No
If the position for which you are applying requires driving, do you have a valid driver's license?	Yes	No
If "Yes" for what state?	Points attached to license:	

A record of criminal conviction will not necessarily be a bar to employment since the Company will consider factors such as the position for which you are applying, the age and time of offense, when it occurred, the nature on and seriousness of the violation, and the evidence of rehabilitation in making any employment decision.

Have you ever pled no contest, nolo contendere, or guilty to a crime, or been convicted of a crime (other than traffic violations or matters that have been expunged or sealed)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, state nature of offense, when, where and disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACADEMIC INFORMATION**

	Name & Address Of School	Courses of Study	Years Completed	Diploma or Degree	Grade Point Average
<b>High School</b>					
<b>Undergraduate School</b>					
<b>Graduate/ Professional</b>					
<b>Other (Specify)</b>					

**EMPLOYMENT EXPERIENCE**

Last or Present Position	
Company	Phone
Address	Supervisor
Dates Employed: from _____ to _____	Hourly rate/salary: starting _____ final _____
Product Line/Services	Work Performed
Reason for leaving or wanting to leave	

Next to Last Position	
Company	Phone
Address	Supervisor
Dates Employed: from _____ to _____	Hourly rate/salary: starting _____ final _____
Product Line/Services	Work Performed
Reason for leaving	

Next to Last Position	
Company	Phone
Address	Supervisor
Dates Employed: from                      to	Hourly rate/salary: starting                      final
Product Line/Services	Work Performed
Reason for leaving	

Next to Last Position	
Company	Phone
Address	Supervisor
Dates Employed: from                      to	Hourly rate/salary: starting                      final
Product Line/Services	Work Performed
Reason for leaving	

Next to Last Position	
Company	Phone
Address	Supervisor
Dates Employed: from                      to	Hourly rate/salary: starting                      final
Product Line/Services	Work Performed
Reason for leaving	

**GENERAL INFORMATION**

**THIS SECTION MUST BE COMPLETED**

Special Skills: (i.e., bi-lingual, special language skills, training, CDL License, etc.)

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Activities: (list extracurricular activities and/or offices held that may relate to the position for which you're applying), including hands on experiences that include plumbing, construction, trades knowledge, etc.

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Explain how your talents will benefit Trumbull Industries, Inc. in the position you are applying for, including projects you have worked on in your free or leisure time.

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In your present or last position, what are your standards of success in your job? What have you done to meet these standards?

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In the last year, what do you consider the most important contribution you have made to your department or organization? What was your role?

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What are some of the most imaginative or innovative things you have done in your present or last position?

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**REFERENCES:** Give the name, e-mail address, and telephone number of three (3) references other than a relative, spouse or friend. Please provide your current and/or former managers.

Name	E-mail Address	Phone #

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**APPLICANT STATEMENT**

**READ CAREFULLY BEFORE SIGNING**

***By signing below, I certify that I have read, understand and agree to each of the following statements:***

I hereby certify that the information provided on this application is true and complete to the best of my knowledge. I also agree that any falsified information or omissions may disqualify me from further consideration for employment and may result in an immediate discharge if discovered at a later date.

This employment application will be considered active for 90 days from the date below. If I want to be considered for a job with the Company after this period of time, I must fill out another application. If hired, I understand this application becomes part of my official employment record.

I authorize a thorough investigation of my past employment, references and activities and agree to cooperate in such investigation and release from all liability or responsibility all persons and corporations requesting or supplying information. A copy of this application on which my signature appears shall be effective for the release of the information requested herein.

I agree not to disclose or permit disclosure of any financial or proprietary information or trade secrets of Trumbull Industries, Inc. that may be learned during the course of my application and/or employment.

I understand that if employed, my employment with Trumbull Industries, Inc. will be "at-will", and that either I or Trumbull Industries, Inc. may terminate my employment at any time for any reason or no reason. I acknowledge that I do not rely and have not relied on any representation or statements made by the company or any of its agents, representatives, supervisors or managers, whether oral or otherwise, that are inconsistent with or differ in any way from the statements presented in this application. In consideration of my employment, I agree to conform to the rules and policies of the Company and understand that no supervisor or representative of the company has any authority to enter into any agreement or assurances contrary to the Company's policies. I also understand that this application is not a contract of employment. Only the President of the Company has the authority to enter into an employment agreement with me for any specified period of time.

**In exchange for the Company considering my application, I agree that any claim or lawsuit relating to my service with Trumbull Industries, Inc. or any of its subsidiaries must be filed no more than six (6) months after the date the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary. As further consideration for these promises by me, the Company agrees to waive any statute of limitations period longer than one year from the date of the act or omission that is the subject of any claim or lawsuit it might file against me.**

If I am extended an offer of employment, I agree to submit to a medical examination that may include testing for drugs or alcohol prior to beginning work with the Company and I understand that any offer of employment is conditional upon passing such medical examination and/or testing. I understand that if I am employed with the Company, I may be required when job related and consistent with business necessity to undergo a medical examination. I further understand that I may be required to submit to an alcohol or drug test at any time.

I agree to release to the Company or its designated agents, all medical information, including but not limited to files, reports, x-rays, evaluations and opinions held by medical personnel, to the extent such information is job-related and consistent with the Company's business needs, and agree to execute the necessary HIPAA-compliant release. I acknowledge that this is a general release and that if hired, it remains in effect for the duration of my employment.

Trumbull Industries, Inc. is committed to providing its employees with a safe work environment and promoting the highest standards of employee health and productivity. Consistent with these commitments, Trumbull Industries, Inc. has established an Alcohol and Drug Policy and a Smoke Free Workplace Policy. Our goal is to establish and maintain a work environment that is free from the effects of alcohol, drug and nicotine use and abuse.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Has a hiring manager reviewed this application?	Yes	No	Date:	Time:	
Has the applicant been interviewed?	Yes	No	Date:	Time:	
Position applying:	Production	Maintenance	Shipping / Receiving	Office	Minor Labor