

**THIS APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY, INCLUDING JOB HISTORY. RESUMES ARE APPRECIATED; HOWEVER, ALL INFORMATION MUST BE TRANSFERRED TO THE APPLICATION. EMPLOYMENT OPPORTUNITIES WILL NOT TRANSPIRE IF APPLICATION IS NOT COMPLETE.**

## **Rush Powder Coating**

### **APPLICATION FOR EMPLOYMENT**

Rush Powder Coating is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, citizenship status, or any other basis prohibited by law, unless such basis constitutes a *bona fide* occupational qualification. Rush Powder Coating will comply with any legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

Date of Application \_\_\_\_\_ Social Security Number \_\_\_\_\_ At Time of Hire \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Telephone (\_\_\_\_\_) \_\_\_\_\_

If you have resided at your present address less than three years, list your prior address:

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Position(s) Desired \_\_\_\_\_ Salary Expected \_\_\_\_\_

Are you available to work ☐ Full Time ☐ Part-Time ☐ Temporary  
☐ On-Call ☐ Overtime ☐ Any Shift

On what date would you be available for work? \_\_\_\_\_

List any days and times you are not available for work \_\_\_\_\_

Are you on a layoff and subject to recall at another employer? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No If yes, give date(s) \_\_\_\_\_

Have you ever been employed here before? ☐ Yes ☐ No If yes, give date(s) \_\_\_\_\_

Do you have any relatives that are employed here? ☐ Yes ☐ No If yes, please list them by name and relationship.

Why did you apply for a position at Rush Powder Coating..? \_\_\_\_\_

Are you a U.S. Citizen or an alien legally entitled to work in the position(s) for which you have applied? ☐ Yes ☐ No

Are you 18 years or older? ☐ Yes ☐ No

Have you been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic violation? *(Conviction will not necessarily disqualify applicant from employment.)* ☐ Yes ☐ No

If yes, state the nature of the conviction or plea, the date, and explain \_\_\_\_\_

Name of person to notify in case of emergency \_\_\_\_\_

Address \_\_\_\_\_ **Emergency Phone No.** \_\_\_\_\_

### EDUCATION

Type of School	Name of School City and State	Number of Years Completed	Graduate?		Course Pursued/ Degrees Granted
			Yes	No	
Grade School	_____	_____			
Junior High School	_____	_____			
High School	_____	_____			_____
College or University	_____	_____			_____
Business, Trade or Technical School or College	_____	_____			_____
Correspondence or Special School or College	_____	_____			_____

List any special job-related skills and qualifications acquired from education, employment, volunteer work or military service.

List specific skills or office machines, tools, machinery or other equipment that you are trained on and can operate that will be helpful in performing the responsibilities of the position(s) for which you are applying

## PERSONAL REFERENCES

List the name, address and telephone number of two references who are **not** related to you and are **not** previous employers.

1. \_\_\_\_\_

Name	Address	Telephone No.
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2. \_\_\_\_\_  
Name Address Telephone No.

## EMPLOYMENT RECORD

**\*\*REQUIRED\*\* Starting with your present or most recent job, list all your employment experience for at least the last 10 years. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment.**

Employer _____	Employment Dates	Kind of Work Performed:  _____
Address _____ _____	From _____	
	To _____	
Telephone _____	Salary/Hourly Rate	
Job Title _____	Starting: _____	
Immediate Supervisor: _____	Final: _____	
Employer _____	Employment Dates	
Address _____ _____	From _____	
	To _____	
Telephone _____	Salary/Hourly Rate	
Job Title _____	Starting: _____	
Immediate Supervisor: _____	Final: _____	
Employer _____	Employment Dates	
Address _____ _____	From _____	
	To _____	
Telephone _____	Salary/Hourly Rate	
Job Title _____	Starting: _____	
Immediate Supervisor: _____	Final: _____	
Employer _____	Employment Dates	
Address _____ _____	From _____	
	To _____	
Telephone _____	Salary/Hourly Rate	
Job Title _____	Starting: _____	
Immediate Supervisor: _____	Final: _____	
Employer _____	Employment Dates	
Address _____ _____	From _____	
	To _____	
Telephone _____	Salary/Hourly Rate	
Job Title _____	Starting: _____	
Immediate Supervisor: _____	Final: _____	

May we contact the employers listed above? ☐ Yes ☐ No If no, indicate which one(s) you do NOT wish us to contact and state the reason why you prefer that we do not contact the employer(s).

Have you ever been discharged or asked to resign from any position? ☐ Yes ☐ No If yes, please state the employer and dates of employment.

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## APPLICANT'S STATEMENT

(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)

Initials

\_\_\_\_\_ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading or omitted information in my application may result in discharge.

\_\_\_\_\_ I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry.

\_\_\_\_\_ I hereby release all parties, including but not limited to Square 1 Design & Manufacture Inc., personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action Square 1 Design & Manufacture Inc. takes on the basis of such information.

\_\_\_\_\_ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

\_\_\_\_\_ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by Square 1 Design & Manufacture Inc.... I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that Square 1 Design & Manufacture Inc. has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of Square 1 Design & Manufacture Inc., other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

\_\_\_\_\_ Date: \_\_\_\_\_  
Name of Applicant

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THIS APPLICATION WILL NOT BE CONSIDERED ACTIVE AFTER 30 DAYS