



# APPLIED CERAMICS, INC

## APPLICATION FOR EMPLOYMENT

REV. 08/08/18

We are an equal opportunity employer and do not unlawfully discriminate in employment. No questions on this application are 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 accommodations to the application and/or interview process should notify a representative of the organization.

**APPLIED CERAMICS, INC IS A DRUG FREE COMPANY, THIS COMPANY USES THE E-VERIFY PROGRAM AND CONDUCTS BACKGROUND CHECKS ON ALL POTENTIAL APPLICANTS.**

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

Position(s) applied for: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIPCODE

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

EMAIL: \_\_\_\_\_

Type of Employment desired: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary

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

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

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

Can you travel if required by this position? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

If yes, when? \_\_\_\_\_

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) \_\_\_\_\_

Driver's license number (if driving is an essential job duty) \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

### **JOB REQUIREMENTS**

### **INITIAL**

**Must Have Own Reliable Transportation to And from Work**

\_\_\_\_\_

**Must Be Capable of Lifting At Least 55 Lbs.**

\_\_\_\_\_

**You May Be Required to Wear A Respirator and Your Facial Hair May Need To Be Removed for Proper Fit**

\_\_\_\_\_

**You May Be Required to Work Weekends, Holidays and Overtime**

\_\_\_\_\_

*IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO ASK.*

# EMPLOYMENT HISTORY

Please provide all employment information from your past 4 employers, starting with the most recent.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

List school name and location, years completed, course of study and any degree earned.

High School: \_\_\_\_\_

College: \_\_\_\_\_

Technical Training: \_\_\_\_\_

Other: \_\_\_\_\_

## References

List three references' names, phone numbers and years known. (Do not include relatives and employers):

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I hereby authorize Applied Ceramics, INC 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 Applied Ceramics, INC 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 misrepresentations or material omissions made 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 specific length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I 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 laws.

I 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 proof within the required time shall result in immediate termination of employment.

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

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLIED CERAMICS INC

**SUBSTANCE ABUSE POLICY STATEMENT**

**PRE-EMPLOYMENT DRUG TESTING CONSENT AND RELEASE FORM**

I hereby consent to submit to urinalysis and/or other tests as shall be determined by Applied Ceramics Inc in the selection process of applicants for employment, for the purpose of determining the drug content thereof.

I agree that **Wellbeings Occupational Healthcare or Occupational Healthworx, Advanced Drug Testing Services or any other designated collecting facility**, may collect these specimens for these tests and may test them to a testing laboratory designated by the Company for analysis.

I further agree to and hereby authorize the release of the results of said test to Applied Ceramics Inc.

I understand that it is the current use of illegal drugs that would prohibit me from being employed at Applied Ceramics Inc.

I further agree to hold harmless Applied Ceramics Inc and its agents (including the above-named physician or clinic) from any liability arising in whole or part, out of the collection of specimens, testing and use of the information from said testing in connection with the Applied Ceramics Inc. consideration of my application of employment.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the forgoing and fully understand its contents. I acknowledge that my signing of this consent and release for is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

**APPLICANT:**

Print Name: \_\_\_\_\_

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

