

HOWARD IMMEL INC.

APPLICATION FOR EMPLOYMENT

Howard Immel Inc. is an equal employment opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation or the presence of any non-job-related medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed.

POSITION APPLIED FOR: _____

Date Available to Start Work: _____

PERSONAL DATA

Name: _____

Address: _____
Street Address City State Zip

Daytime Phone: _____ Evening Phone: _____ E-mail: _____
() ()
Area Code Area Code

GENERAL INFORMATION

- | | | |
|---|-----|----|
| 1. Have you ever applied for a job with this company in the past? If yes, please give the date of application and the position for which you applied. State your name at that time, if different from present name. | Yes | No |
| 2. Have you ever been employed by this company in the past? If yes, please give dates of employment, position held, and state your name while employed if different from present name. | Yes | No |
| 3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? (See attached job description) If no, please explain: | Yes | No |
| 4. Do you have any commitments to another employer that might affect your availability for employment with our company? If yes, please explain: | Yes | No |
| 5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain: | Yes | No |
| 6. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements.) If no, please explain: | Yes | No |

<p>7. Do you now, or will you in the future, require this company to sponsor an employment visa for your continued employment?</p>	Yes	No
<p>8. Have you been convicted of a felony, or released from prison in the past 10 years? Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain:</p>	Yes	No
<p>9. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? Note: A yes answer will not automatically disqualify you from employment. If yes, please explain:</p>	Yes	No
<p>10. Howard Immel Inc. requires all field employees to be union members. Are you a member of a labor union? If yes: Union and Local # _____ City and State _____</p>	Yes	No
<p><u>DO NOT</u> ANSWER QUESTIONS 11 OR 12 IF A JOB DESCRIPTION IS NOT ATTACHED!</p>		
<p>11. Are you able to perform the tasks listed on the attached job description with or without an accommodation?</p>	Yes	No
<p>12. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job?</p>		

EDUCATIONAL DATA

SCHOOLS ATTENDED	NAME OF SCHOOL AND LOCATION	DID YOU GRADUATE?	DEGREE/ DIPLOMA/ CERTIFICATE?	MAJOR COURSE OF STUDY
HIGH SCHOOL	SELECT HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12	Yes No		
TECHNICAL VOCATIONAL BUSINESS OR MILITARY TRAINING		Yes No		
COLLEGE OR UNIVERSITY		Yes No		
GRADUATE SCHOOL		Yes No		
PROFESSIONAL SEMINARS				

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences:

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other JOB-RELATED special skills and abilities:

EMPLOYMENT HISTORY**PRESENT & FORMER EMPLOYERS**

List Present or Most Recent Employer First - Please complete even if a resume is attached.

Attach additional sheet if necessary.

Company Name	Dates of Employment From _____ To _____
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name when employed, if different from present
Job Title & Duties	Reason for Leaving
Final Salary: \$ _____ per _____	May We Contact? Yes No

Company Name	Dates of Employment From _____ To _____
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name when employed, if different from present
Job Title & Duties	Reason for Leaving
Final Salary: \$ _____ per _____	May We Contact? Yes No

Company Name	Dates of Employment From _____ To _____
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name when employed, if different from present
Job Title & Duties	Reason for Leaving
Final Salary: \$ _____ per _____	May We Contact? Yes No

Please account for any time you were not employed after leaving school in the past ten years
(You need not list any unemployment periods of one month or less)

Time Period(s) Reason(s) for Unemployment

If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.

REFERENCES - LIST THREE BUSINESS RELATED INDIVIDUALS THAT ARE NOT FORMER EMPLOYERS

<u>Name</u>	<u>Address</u>	<u>City, State, Zip</u>	<u>Phone Number</u>	<u>Occupation</u>

IMPORTANT

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

Initials

_____ By my signature and initials, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by Howard Immel Inc. if discovered at a later date. I agree to immediately notify Howard Immel Inc. if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

_____ I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to Howard Immel Inc. in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

_____ I understand that, if hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with Howard Immel Inc.

_____ I understand that if employed and my employment is terminated by Howard Immel Inc. for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

_____ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time. I understand that only the President or Vice President of Howard Immel Inc. is authorized to change any of the terms of employment and that any changes must be specific and in writing.

Signed: _____ Date _____