

# R.J. ZEMAN TOOL & MFG..CO., INC.

## EMPLOYMENT APPLICATION An Equal Opportunity Employer

Equal access to employment, programs, and services is available to all applicants. If you require reasonable accommodation to the application and/or interview process, please notify a representative of R.J. Zeman Tool & Mfg. Co., Inc.

It is the intent of R.J. Zeman Tool & Mfg. Co., Inc. to comply with all State and Federal requirements and to operate within the law in the implementation of all facets of Equal Employment Opportunity. In the recruitment, selection, training, promotion, termination or any other personnel action, there will be no discrimination on the basis of race, color, religion, age, sex, national origin, ancestry, disability, sexual orientation, marital status, military service, arrest or conviction record, use or non-use of lawful products off premises, or any other areas covered under State or Federal law; to the extent prohibited by law. Do not include information of that nature in the application. It is the intention of R.J. Zeman Tool & Mfg. Co., Inc. that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

<b>Last Name:</b>		<b>First Name:</b>		<b>Middle Initial:</b>
<b>Street Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Home Phone:</b>		<b>Are you legally authorized to work in the United States? YES NO</b>		<b>Social Security Number:</b>
<b>Position applying for:</b>		<b>Shift Available for Work:</b> 1st 2nd 3rd ( Any		<b>Salary Desired:</b>
<b>Are you at least 18 years old? Yes ___ No ___</b>		<b>If position requires vehicle operation, do you have a valid driver's license? Yes No Number: _____</b>		
<b>How did you hear about R.J. Zeman Tool &amp; Mfg. Co., Inc.?</b>				<b>Date you are available for work:</b>
<b>Have you ever been convicted of a felony? YES ( ) NO ( )</b> <i>Information used only if relevant to position(s) you are applying for.</i> If yes, please explain:				

Education	School Name	Major	Graduated	Years Completed
High School			YES NO	
College			YES NO	
Vocational			YES NO	
Other			YES NO	

EMPLOYMENT HISTORY (Please list most recent first)				
<b>Company Name:</b>	<b>Phone Number:</b> ( )	<b>City:</b>	<b>State:</b>	<b>From: To:</b>
<b>Job Title:</b>	<b>Immediate Supervisor:</b>		<b>Pay Rate:</b>	
<b>Reason for Leaving:</b>				
<b>Your Position and Duties:</b>				

CONTINUED BELOW

EMPLOYMENT HISTORY CONTINUED				
<b>Company Name:</b>	<b>Phone Number:</b> ( )	<b>City:</b>	<b>State:</b>	<b>From: To:</b>
<b>Job Title:</b>		<b>Immediate Supervisor:</b>	<b>Pay Rate:</b>	
<b>Reason for Leaving:</b>				
<b>Your Position and Duties:</b>				
<b>Company Name:</b>	<b>Phone Number:</b> ( )	<b>City:</b>	<b>State:</b>	<b>From: To:</b>
<b>Job Title:</b>		<b>Immediate Supervisor:</b>	<b>Pay Rate:</b>	
<b>Reason for Leaving:</b>				
<b>Your Position and Duties:</b>				
<b>Company Name:</b>	<b>Phone Number:</b> ( )	<b>City:</b>	<b>State:</b>	<b>From: To:</b>
<b>Job Title:</b>		<b>Immediate Supervisor:</b>	<b>Pay Rate:</b>	
<b>Reason for Leaving:</b>				
<b>Your Position and Duties:</b>				

Please read the paragraphs below. If you agree to the conditions contained in the paragraphs, sign on the signature line at the bottom of this page.

**STATEMENT OF DISCLOSURE:** I attest that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions will lead to immediate dismissal. I agree that R.J. Zeman Tool & Mfg. Co., Inc. will not be held liable in any respect if my employment is terminated for that reason. I understand and agree that if hired, my employment will not be for any fixed period of time and may be terminated at any time without prior notice and without cause. I also understand that any offer of employment may be conditioned on the results of a physical examination and/or drug test. I understand that this application will remain "active" for 30 days and if I want to be considered for employment beyond that time I must fill out another application.

**DRUG SCREENING:** I hereby agree to submit to medical testing for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription. I will hold all parties concerned harmless, meaning I will not sue or hold anyone responsible for any alleged harm to me as a result of not submitting to the testing or the reported results of the testing. This includes, but is not limited to, possible clerical or laboratory error. I understand that R.J. Zeman Tool & Mfg. Co., Inc. may require a drug screen or alcohol test whenever an employee is suspected of being under the influence of drugs or alcohol at work, in accordance with R.J. Zeman Tool & Mfg. Co., Inc.'s policy and this authorization and consent. This policy and authorization is in a language I understand, and I understand that if I have questions I should ask them before signing below. I understand this is a legal and binding document.

**REFERENCE RELEASE:** I authorize R.J. Zeman Tool & Mfg. Co., Inc. to investigate my character, qualifications, past employment, education, and activities. I release from all liability, any person, company, corporation, school, or government agency supplying such information. I understand that the employment information may include, but is not limited to, performance evaluations and reports, attendance records, job descriptions, disciplinary actions and opinions regarding my suitability for employment. I recognize that a copy of this authorization and release is as valid as the original and should be considered as such.

Signature \_\_\_\_\_  
(Print Name)

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