

I have been referred by: _____



Application for Employment

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

Social Security Number: _____ Date: _____

Applicant name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone #(s): _____

Position(s) applied for or type of work desired: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Date you will be available to start work: _____

Are you able to meet the attendance requirements? _____ Yes _____ No

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Do you have any relatives or friends who are employed by Coilmaster? _____ Yes _____ No

If yes, who? _____

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

If yes, when, and in what position? _____

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

Have you ever been convicted of any crime in the last 7 years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment): _____

Are you currently employed? _____ Yes _____ No

If yes, may we contact your present employer? _____

Employment History

*Please provide information for your past five employers starting with the present or most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

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Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

School Name & Location	Years Completed	Course of Study	Degree Earned
High School			
College			
Technical/Other Training			

References

 List 3 references (Do not include relatives or employers):

Name	Telephone Number	# of Years Known

All Applicants should carefully read the Coilmaster Attendance Control Policy (ACP) outlined on the next pages. If you cannot meet the requirements of the ACP, you will not be considered for employment with Coilmaster Corporation. There can be no special arrangements made regarding attendance.

SIGNATURE REQUIRED ON PAGE 6

Attendance Control Policy

Normal Working Hours are: Monday through Friday from 7:30 a.m. – 4:00 p.m (first shift) and 4:00pm – 12:30am (second shift)

However, to meet the needs of its customers and the demands of a changing workplace, the Company may need to change an employee's usual hours of work at times and for periods that may be hard to predict, or in some cases, on an ongoing basis.

Performance of overtime work is a condition of employment at Coilmaster.

Whenever possible, supervisors will give employees prior notice of required overtime. However, emergencies are the exception and when the need to work overtime arises, employees are expected to stay and work without prior notice in order to complete an order that must go out. Any refusal to work overtime hours will count on individual attendance records.

Attendance DURING the NEW-HIRE EVALUATION PERIOD:

During the first 90 days of your employment with Coilmaster Corporation, you will have the opportunity to learn your job, and your supervisor will evaluate your ability, interest and efficiency while you perform the type of work you have been assigned. During this period:

- A new hire is allowed a maximum of two (2) absences or two (2) tardies, additional absence or tardies will result in termination. Upon completion of 90 days of employment standard Attendance Program guidelines apply. Occurrences obtained during the first 90 days are rolled into the standard Attendance Program.
- ANY failure to notify the company of absence or tardiness will result in disciplinary action. This includes failure to notify your supervisor AND Human Resources of the need to leave work early.



Policy

ABSENTEEISM

A day of absence includes not being physically at work on an employee's scheduled work day and also includes arriving late (see Tardiness) or leaving work before the end of an employee's scheduled work day even with prior permission or notification to the Company. Any absence of up to one half of a shift will count as a half day absence. Any absence of more than a half shift will count as a full day of absence.

During any calendar year, absenteeism shall cause the following progressive discipline:

Six (6) Absences on consecutive or non consecutive days

Written Warning

Seventh (7) Absence -Absence on one additional consecutive or non consecutive day

2nd Written Warning and 1 Day Suspension

Eighth (8) Absence -Absence on one additional consecutive or non consecutive day

Termination

NOTE: New Employees hired after June 30 are allowed a maximum of three (3) absences through December 31 the calendar year of hire, additional absence will result in termination. Standard Attendance program guidelines are effective January 1 the following year.

Employees hired after June 30, absenteeism shall cause the following progressive discipline:

Two (2) Absences on consecutive or non consecutive days

Written Warning

Third (3) Absence -Absence on one additional consecutive or non consecutive day

2nd Written Warning and 1 Day Suspension

Fourth (4) Absence -Absence on one additional consecutive or non consecutive day

Termination

NOTE: New Employees within their first 90 days of hire are allowed a maximum of two (2) absences, additional absence will result in termination. Upon completion of 90 days of employment standard Attendance Program guidelines apply. Occurrences obtained during the first 90 days are rolled into the standard Attendance Program.

NO REPORT

An employee absent for two (2) consecutive work days without notification to the Company will be considered as having quit, his/her employment will be terminated and he/she will be removed from the payroll.

TARDINESS

Tardiness is defined as not clocking in and being at your assigned work station or work area at the beginning of your scheduled work shift. **Tardiness of less than 15 minutes will be excused one time per calendar month.** More than one tardy per month of 15 minutes or less will be counted towards the progressive discipline listed below. Tardiness in excess of 15 minutes will be counted as Absenteeism.

During any calendar year, tardiness shall cause the following progressive discipline:

Tardiness on four different days

Written Warning

Tardiness on one additional day

2nd Written Warning and 1 Day Suspension

Tardiness on one additional day

Termination

NOTE: New Employees within their first 90 days of hire are allowed a maximum of two (2) tardies, additional tardiness will result in termination. Upon completion of 90 days of employment standard Attendance Program guidelines apply. Occurrences obtained during the first 90 days are rolled into the standard Attendance Program.

ACKNOWLEDGEMENTS:

- Ⓒ I hereby authorize the potential employer 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 potential employer 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** misrepresentation or material omission made by me 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 specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer 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 law.
- Ⓒ I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.
- Ⓒ I also 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 such proof within the required time shall result in immediate termination of employment.
- Ⓒ I acknowledge that I have read the Coilmaster Attendance Control Policy and am able to comply with it during the New-Hire period and after the New-Hire period.

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

Applicant signature: _____ Date: _____

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify



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IF YOU HAVE THE RIGHT TO WORK



Don't let anyone take it away.

There are laws to protect you from discrimination in the workplace.

You should know that...

In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.

Employers cannot reject documents because they have a future expiration date.

Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

Contact IER

For assistance in your own language
Phone: 1-800-255-7688
TTY: 1-800-237-2515

Email us
IER@usdoj.gov

Or write to
U.S. Department of Justice – CRT
Immigrant and Employee Rights – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

If any of these things happen to you, contact the Immigrant and Employee Rights Section (IER).



— DEPARTMENT OF JUSTICE —
IMMIGRANT & EMPLOYEE RIGHTS SECTION
— CIVIL RIGHTS DIVISION —

Immigrant and Employee Rights Section

U.S. Department of Justice, Civil Rights Division

www.justice.gov/ier

SI USTED TIENE DERECHO A TRABAJAR



No deje que nadie se lo quite.

Existen leyes que lo protegen contra la discriminación en el trabajo.

Usted debe saber que...

En la mayoría de los casos, los empleadores no pueden negarle un empleo o despedirlo debido a su nacionalidad de origen o estatus de ciudadanía, ni tampoco negarse a aceptar sus documentos válidos y legales.

Los empleadores no pueden rechazar documentos porque tengan una fecha de vencimiento futura.

Los empleadores no pueden despedirlo debido a E-Verify sin darle una oportunidad de resolver el problema

En la mayoría de los casos, los empleadores no pueden exigir que usted sea ciudadano estadounidense o residente legal permanente.

Comuníquese con la IER

Para ayuda en su propio idioma:
Teléfono: 1-800-255-7688
TTY: 1-800-237-2515

Mándenos un correo:
IER@usdoj.gov

O escribanos a:
U.S. Department of Justice – CRT
Immigrant and Employee Rights – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

Si alguna de estas cosas le ha sucedido, comuníquese con la Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés)



DEPARTAMENTO DE JUSTICIA DE LOS EE. UU.
SECCIÓN DE DERECHOS DE INMIGRANTES Y EMPLEADOS
DIVISIÓN DE DERECHOS CIVILES

Sección de Derechos de Inmigrantes y Empleados
Departamento de Justicia de los EE. UU., División de Derechos Civiles

www.justice.gov/ier
www.justice.gov/crt-about/espanol/ier