



PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

APPLICANTS WILL BE TESTED FOR ILLEGAL DRUGS

Oji Intertech, Inc.

Employment Application Form

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.

Date:
Name (Last, First, Middle, Maiden)
Current address (Number, Street, City, State, Zip)
Previous address (Number, Street, City, State, Zip)
Telephone (home), Telephone (cell)
Email:
Social Security No. xxx-xx-
Position applied for (1) and salary desired (2) (Be specific)
Days/hours available to work (No Pref, Thur, Mon, Tue, Wed, Fri, Sat, Sun)
How many hours can you work weekly? Can you work nights?
Employment desired [ ] FULL-TIME ONLY [ ] PART-TIME ONLY [ ] FULL- OR PART-TIME
When available for work?

Table with 5 columns: TYPE OF SCHOOL, NAME OF SCHOOL, City and State, COMPLETED (Yes/No), MAJOR & DEGREE (Diploma/GED). Rows include High School, College, Bus. or Trade School.

HAVE YOU BEEN CONVICTED OF A CRIME WITHIN THE LAST 7 YEARS? [ ] No [ ] Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.





Do you have a dependable transportation to and from work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you work in hot conditions? (over 90 degrees)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you able to work overtime without prior notice if needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have prior manufacturing experience and/or education? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

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

Can you work a flexible shift if required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you read, write and do basic math to proficiently complete production paper-work and read and comprehend work instructions? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

### Employment History

Please provide all employment information for your past four employers starting with the most recent.

EMPLOYER:	POSITION HELD:
ADDRESS:	TELEPHONE #:
IMMEDIATE SUPERVISOR:	
DATES EMPLOYED: FROM: _____ To: _____	SALARY
JOB SUMMARY:	
REASON FOR LEAVING:	MAY WE CONTACT? YES OR NO

EMPLOYER:	POSITION HELD:
ADDRESS:	TELEPHONE #:
IMMEDIATE SUPERVISOR:	
DATES EMPLOYED: FROM: _____ To: _____	SALARY
JOB SUMMARY:	
REASON FOR LEAVING:	MAY WE CONTACT? YES OR NO

EMPLOYER:	POSITION HELD:
ADDRESS:	TELEPHONE #:
IMMEDIATE SUPERVISOR:	
DATES EMPLOYED: FROM: _____ To: _____	SALARY
JOB SUMMARY:	
REASON FOR LEAVING:	MAY WE CONTACT? YES OR NO

EMPLOYER:	POSITION HELD:
ADDRESS:	TELEPHONE #:
IMMEDIATE SUPERVISOR:	
DATES EMPLOYED: FROM: _____ To: _____	SALARY
JOB SUMMARY:	
REASON FOR LEAVING:	MAY WE CONTACT? YES OR NO



## References

List 3 references names, telephone numbers, and years known (do not include relatives):

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## Applicant's certification, authorization and acknowledgement:

In exchange for the consideration of my job application by Oji Intertech, Inc. (herein after called "the Company"), I agree that:

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge. Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of by Oji Intertech, Inc. or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /Manager Director of the Company. Both the undersigned and by Oji Intertech, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I may be required to submit to a medical review and I may be required to complete a medical history form and be examined by a medical professional designated by the company. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for completing this application form and for your interest in our business.



Oji Intertech, Inc.

### **Applicant Information Release**

**I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Oji Intertech, Inc., any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.**

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

**Signature:** \_\_\_\_\_

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

The Company is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, national origin, age, disability, veteran status, citizenship or any other characteristic protected by federal, state or local laws.