

SCHUETTE, INC.
METALS DIVISION
APPLICATION FOR EMPLOYMENT

Schuette, 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. Please contact the Human Resource Department if you need an accommodation to participate in the application process at 715-355-4500 ext. 308.

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, the position for which you applied and 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, positions 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? 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

7. Do you now, or will you in the future, require Schuette, Inc. to sponsor an employment visa for your continued employment? Yes No

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: Yes No

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: Yes No

DO NOT ANSWER QUESTIONS 10 OR 11 IF A JOB DESCRIPTION IS NOT ATTACHED!

10. Are you able to perform the tasks listed on the attached job description with or without an accommodation? Yes No

11. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job?

EDUCATIONAL DATA

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

OTHER JOB-RELATED EXPERIENCE. Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects, in school organizations or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-job-related personal information) that you think may be relevant to a decision to hire you.

How did you hear about Schuette, Inc.? (i.e., Current Employee, Internet, Workforce Development, etc.) _____

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 Schuette, Inc., if discovered at a later date. I agree to immediately notify Schuette, 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 Schuette, 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 Schuette, Inc.

_____ I understand that if employed, and my employment is terminated by Schuette, 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 of Schuette, Inc. is authorized to change any of the terms of employment, and that any changes must be specific and in writing.

Signed: _____ Date _____

Invitation to Identify for Affirmative Action Purposes

Our organization is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by federal, state, or local law. No question on this form is intended to secure information to be used for such discrimination.

Completion of this form is voluntary and in no way affects the decision regarding your employment opportunity. The information provided will be held in the strictest confidence, will be maintained in a separate file, and will not be used in a manner inconsistent with Equal Opportunity principles.

Applicant Name: _____ Date: _____

Position Applied For: _____

PLEASE CHECK ONE: <input type="checkbox"/> Male <input type="checkbox"/> Female
PLEASE CHECK ONE: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino (if not Hispanic/Latino, please address race below)

INDICATE THE APPROPRIATE RACE GROUP(S) (Response not required if identified as Hispanic/Latino above):

- White Asian American Indian/Alaskan Native
 Black/African American Native Hawaiian/Other Pacific Islander

HOW WERE YOU REFERRED TO THIS JOB:

- Advertisement School/College
 Employee Referral State Job Service
 Employment Agency Temporary Agency
 Government Agency Walk In
 Recruiter Other (Please Specify): _____