

## EMPLOYMENT APPLICATION

**Sandco Industries**  
567 Premier Drive, Clyde Ohio 43410 (419)547-3273

Please Print

|          |                        |        |                     |
|----------|------------------------|--------|---------------------|
| Name:    | <hr/>                  | <hr/>  | Date of Application |
|          | Last                   | First  | Initial             |
| Address: | <hr/>                  |        |                     |
|          | Number                 | Street | Appt. No.           |
|          | <hr/>                  |        |                     |
|          | City                   | State  | Zip                 |
|          | <hr/>                  |        |                     |
|          | Social Security Number |        |                     |

Sandco Industries is an equal opportunity employer and selects the best matched individual for any job based upon job related qualifications, regardless of race, color, creed, national origin, age, handicap or other protected groups under state, federal or local Equal Opportunity Laws.

I understand and agree that:

1. Any misrepresentation or deliberate omission of a fact in my application (and attached resume, if any) may be justification for refusal or if employed, termination from employment.
2. It is my understanding that Sandco Industries will make a thorough investigation of my entire work history and may verify all data given on my application for employment, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Sandco Industries and I release from liability any person giving or receiving any such information. I understand the falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired.
3. If offered position, I agree to authorize my physician or hospital to release any information which may be necessary to determine my ability to perform the essential functions of a job for which I am being considered, prior to employment or in the future during my employment with Sandco Industries.
4. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory; overtime, shift work, a rotating work schedule, or work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.

I further understand that this is an application for employment and that no employment contract is being offered.  
I have read and understand the above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Section 2. TYPE OF WORK DESIRED AND AVAILABILITY FOR EMPLOYMENT**

Please check one or more of the types of positions for which you are applying.

- Production                       Vocational Habilitation Trainer                       Other \_\_\_\_\_

Specify the name of or describe any particular position you may be interested in: \_\_\_\_\_

Check:       full-time       part-time       contingent       summer/seasonal       no preference

If interested in temporary work, please let the dates of availability from \_\_\_\_\_ to \_\_\_\_\_

Please list shift preference \_\_\_\_\_

What is your minimum salary requirement \_\_\_\_\_

What is the earliest date you will be able to accept employment \_\_\_\_\_



Do you have any commitments to anyone, which might affect immediate employment with this organization?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

1. Are you under 18 years of age? Yes  No   
If yes, can you obtain a work permit? Yes  No
2. Have you ever filed an application for employment with this organization? Yes  No   
If yes, were you ever interviewed for employment? Yes  No
3. Have you ever been employed by this organization Yes  No   
If so, when? \_\_\_\_\_ Where? \_\_\_\_\_
4. Do you have a relative who is presently employed by SANDCO INDUSTRIES? Yes  No
- If you answered yes to questions 2, 3, or 4, please explain.

**Section 3. EDUCATIONAL EXPERIENCE AND TRAINING**

|                      | Name of School | Check year completed       |                             |                             |                             | Diploma or Degree   |  |
|----------------------|----------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|---|--|
| <b>High School</b>   |                | <input type="checkbox"/> 9 | <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 | <input type="checkbox"/> Yes <input type="checkbox"/> No      |  |
|                      |                |                            |                             |                             |                             | <input type="checkbox"/> Associate                            |  |
| <b>Undergraduate</b> | Major –        | <input type="checkbox"/> 1 | <input type="checkbox"/> 2  | <input type="checkbox"/> 3  | <input type="checkbox"/> 4  | <input type="checkbox"/> BA <input type="checkbox"/> B. Ed.   |  |
|                      | Minor –        |                            |                             |                             |                             | <input type="checkbox"/> Other                                |  |
| <b>Graduate</b>      | Major –        | <input type="checkbox"/> 1 | <input type="checkbox"/> 2  | <input type="checkbox"/> 3  | <input type="checkbox"/> 4  | <input type="checkbox"/> MA <input type="checkbox"/> M.Ed.    |  |
|                      | Minor –        |                            |                             |                             |                             | <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other |  |

Please describe any course work or technical training you have received which will better enable you to perform the job for which you are applying. Include any licenses or certifications you have obtained that will relate to your work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have received any other training not mentioned above, please describe. Include any equipment or instruments you can operate, or any other skills you possess which better indicate your ability to perform the job for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 4. EMPLOYMENT HISTORY**

(List your current position first, then most recent, etc. Record U.S. military experience as a position).

1. **Employer** \_\_\_\_\_ Phone \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor or Personnel Director's Name \_\_\_\_\_  
Describe your reason for leaving \_\_\_\_\_  
Job title or Position Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Salary Beginning \_\_\_\_\_ Hr. Ending \_\_\_\_\_ Hr.  
Describe your duties and responsibilities, equipment operated, instruments used, etc.

\_\_\_\_\_  
\_\_\_\_\_

2. **Employer** \_\_\_\_\_ Phone \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor or Personnel Director's Name \_\_\_\_\_  
Describe your reason for leaving \_\_\_\_\_  
Job title or Position Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Salary Beginning \_\_\_\_\_ Hr. Ending \_\_\_\_\_ Hr. \_\_\_\_\_  
Describe your duties and responsibilities, equipment operated, instruments used, etc.  
\_\_\_\_\_  
\_\_\_\_\_

3. **Employer** \_\_\_\_\_ Phone \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor or Personnel Director's Name \_\_\_\_\_  
Describe your reason for leaving \_\_\_\_\_  
Job title or Position Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Salary Beginning \_\_\_\_\_ Hr. Ending \_\_\_\_\_ Hr. \_\_\_\_\_  
Describe your duties and responsibilities, equipment operated, instruments used, etc.  
\_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY APPLICANT:**

*Sandco Industries requires a minimum of two employment references and one personal reference.*

I, \_\_\_\_\_, do hereby give permission to Sandco Industries to seek information concerning my employment experience. I have been employed by the employers listed on my job application and give the following permission to release any job related information requested by Sandco Industries in order to determine whether I am well suited for employment by them.

**EMPLOYERS AUTHORIZED TO RELEASE INFORMATION**

Employer Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**PERSONAL REFERENCE AUTHORIZED TO RELEASE INFORMATION**

Personal Reference Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

I understand that Sandco Industries will verify information obtained from my job application, resume and other related documents. It is my understanding that Sandco Industries may make a thorough investigation of my entire employment history and I release from liability any person giving or receiving any such information.

I understand that obtaining employment with Sandco Industries also includes successfully passing the required pre-placement physical and drug/alcohol screening through Health Link.

I have read and understand the authorization granted above and agree to the same as a condition of my prospective employment.

I authorize Sandco Industries Human Resources Clerk to discuss the results of any pre-employment investigation with persons who conduct the interview(s) and with those individuals responsible for hiring.

Applicant's Signature: \_\_\_\_\_

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

Note: Former employer will be receiving a copy of the signed authorization. The original authorization will be retained in the applicant's records for future use.