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 EOE/AA/MF/D/V

Application for Employment

EEO Policy

Angus-Palm maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operation. In compliance with federal and state laws, Angus-Palm hires, trains and promotes qualified applicants and employees without unlawful discrimination on the basis of race, ethnicity, color, gender, gender identification, age, religion, creed, military status, national origin, veteran's status, disability, genetic information or any other classification protected under federal, state or local law.

PLEASE NOTE: Answer each question fully and accurately. No action can be taken on this application until all questions are answered. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

**This application will remain active for ninety (90) days from the date of the application.
 Consideration for employment after ninety (90) days requires a new application.**

PLEASE PRINT

Open Position Applied For (Please list the <u>open position</u> you are applying for otherwise your application cannot be considered — listing "any", "all", etc is not acceptable – the specific job must be designated such as material handler, welder, etc. Please ask for a list of current openings if you are unsure. One position per application.)	Date of Application	
How Did You Learn About Us? (Please specify source) <input type="checkbox"/> Referred by current employee (please list <u>one</u>) _____ <input type="checkbox"/> Job Fair _____ <input type="checkbox"/> Friend/Relative _____ <input type="checkbox"/> Employment Agency/Recruiter _____ <input type="checkbox"/> South Dakota Department of Labor _____ <input type="checkbox"/> Walk-In _____ <input type="checkbox"/> Advertisement _____ <input type="checkbox"/> Newspaper _____ <input type="checkbox"/> Website _____ <input type="checkbox"/> Radio _____ <input type="checkbox"/> Other _____		
NAME _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Last First Middle </div>		
ADDRESS _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Number Street City State Zip </div>		
Home Telephone Number (Area Code) _____	Cell Phone Number (Area Code) _____	Social Security Number (Optional) _____
Email Address (Optional) _____		

Have you ever filed an application with us before? Yes No
 If yes, give date _____

Have you ever been employed with us before? Yes No
 If yes, give date _____

Are you over 18 years of age? Yes No

Are you legally eligible for employment in the United States? Yes No
 Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? Date _____

DESIGNERS AND MANUFACTURERS OF QUALITY ROPS, CABS AND CUSTOM STEEL FABRICATIONS

Are you available to work: (check all that apply)

Full-Time

Part-Time

Temporary

Are you available to work: (check all that apply)

1st Shift

2nd Shift

3rd Shift

Weekend

Have you ever been convicted of a felony in the last ten (10) years?

Yes

No

If yes, please provide details _____

(A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date, rehabilitation and the job for which you are applying is also considered)

Education

School	Name & Location	Course of Study	Number of Years Completed	Degree or Diploma Received
High School				
Technical School				
College or Graduate School				
Other Education or Training				

Professional License or Membership: _____

License Number: _____

Expiration Date: _____

(You need not disclose membership in professional organizations that may reveal information regarding race, ethnicity, color, religion, gender, national origin, disability, sexual orientation, genetic information or other protected status)

Employment Experience

Start with your present or last job. Include military service and account for any periods of unemployment. You may exclude organizations which indicate race, ethnicity, color, religion, creed, gender, gender identification, national origin, disability, sexual orientation, genetic information or any other classification protected under federal, state or local law.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

DESIGNERS AND MANUFACTURERS OF QUALITY ROPS, CABS AND CUSTOM STEEL FABRICATIONS

Employment Experience (Cont.)

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

How many jobs other than those listed above have you had in the last 5 years? _____

Are you currently employed? Yes No

If yes, whom do you suggest we contact? _____

May we contact your past employers for references? Yes No

If no, please explain: _____

Have you worked or attended school under any other name? Yes No

If yes, give names: _____

Special Skills and Qualifications

Summarize any skills, additional training and qualifications. State any additional information you feel may be helpful to us in considering your application:

What machines or equipment can you operate that are related to the job for which you are applying?

Applicant's Certification and Agreement:

I certify that all information I have supplied in this application and in any other form, oral or written, is true, complete, and accurate. I understand that any misrepresentation, omissions of facts, or incomplete answers in any application document, or any other form, oral or written, will disqualify me from further consideration of employment. I further understand that, if employed, any misrepresentations or omissions of facts in any applicant form, oral or written; will be cause for my dismissal at any time, without prior notice.

I understand, if employed, my employment with Angus-Palm is not for a specific term and may be terminated by me or Angus-Palm with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice, or other procedure (including the Employee Handbook) or any other personnel manual, constitutes an employment contract or modification of the at-will employment relationship between me and Angus-Palm.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests, take a driver's examination, submit to a background investigation, or take a pre-employment drug test. If I am offered employment to start work before any required test is complete, my employment is contingent on a satisfactory result on all required tests.

I authorize Angus-Palm to contact my prior employers, and other sources of information regarding my background, and I hereby authorize and direct each such employer and source of information to answer any and all questions regarding my prior employment background, and I hereby authorize and direct each such employer and source of information to answer any and all questions regarding my prior employment and background. I hereby indemnify Angus-Palm, each of my prior employers, and each of the other sources of information contacted and agree to hold harmless from any claims arising from this authorization and direction.

I understand that Angus-Palm maintains a drug-free workplace and agree that maintenance of same is essential to the safety of the workplace and employees. I promise to abide by Angus-Palm's policies prohibiting the use or possession of drugs, alcohol, or any controlled substance, or the misuse of prescribed or over-the-counter medicine on company premises or while on duty. I also understand that I may be tested for drugs, alcohol or controlled substances if I am employed by Angus-Palm.

I understand that I must meet the employability requirement of the U.S. Citizenship & Immigration Service and submit appropriate documents to satisfy the requirements for completing DHS Form I-9.

I understand and agree that work schedules and requirements vary and can be unpredictable, and that, while Angus-Palm will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts, or other agreements. I consent to these requirements as necessary and legitimate conditions of employment.

I understand that this application will be considered active for ninety (90) days from this date. If I have not heard from Angus-Palm at the conclusion of the ninety (90) day period, it is my responsibility to complete a new application if I wish to be considered for employment.

I have read and understand everything on this application. I further understand that my signature is required in order for this application to be considered.

Applicant's Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks: _____

Interviewer

Date

Employed Yes No

Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____

Name & Title

Date

DESIGNERS AND MANUFACTURERS OF QUALITY ROPS, CABS AND CUSTOM STEEL FABRICATIONS