



# EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer

Please print in ink. You must complete entire application.

Date:

## Applicant Information

Name (first, middle, last)

Address (street, city, state, zip code)

Social Security #

Phone #

E-Mail Address:

Are you legally authorized to work in the U.S.?  Yes  No  
(If hired, you will be required to provide proof of work authorization.)

Are you at least 18 years old?  Yes  No  
If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.

Have you ever been convicted of a felony?  Yes  No  
If yes, explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted.  
(A conviction will not necessarily bar you from employment. You should not disclose any information regarding criminal records that have been expunged or sealed.)

Have you ever applied at this company before?  
 Yes  No If yes, when:

Have you ever worked at this company before?  
 Yes  No If yes, when:

Do you know of any friends or relatives currently working at this company?  
 Yes  No If yes, who:

## Position Applying For

Part-Time or Full-Time Desired

Salary Expectation

When can you start?

How were you referred to the company?  Agency  Walk-in  Friend/Relative  
 Newspaper  School  Other

## Special Skills

1. If relevant, please describe word processing speed, software knowledge, and office equipment experience.

2. If relevant, please describe experience using manufacturing machines and equipment.

## Education

School	Name and Location (city,state)	No. Years Attended	Major Subjects	Diploma or Degree Received
High				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:

## Training Courses

List any relevant training programs completed.

Course/Seminar	Organization Sponsoring	Content	Date(s) Attended

## Employment History (start with most recent; use separate sheet if necessary)

Name of Employer		Telephone (      )	
Address			
Job Title		Employment Date (month and year)	
Name of Immediate Supervisor		From	To
Description of Duties			
Salary – start	Salary – end	Reason for Leaving	
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Employer	Telephone ( )
Address	
Job Title	Employment Date (month and year)
Name of Immediate Supervisor	From To
Description of Duties	
Salary – start	Salary – end
Reason for Leaving	
Name of Employer	Telephone ( )
Address	
Job Title	Employment Date (month and year)
Name of Immediate Supervisor	From To
Description of Duties	
Salary – start	Salary – end
Reason for Leaving	

## Employment References

*(List individuals familiar with your job qualifications (no relatives or personal friends).)*

Name	Day Telephone ( )
	Evening Telephone ( )
Address	
Relationship	How long known?
Name	Day Telephone ( )
	Evening Telephone ( )
Address	
Relationship	How long known?
Name	Day Telephone ( )
	Evening Telephone ( )
Address	
Relationship	How long known?

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

### **PURPOSE**

This statement affirms the Company's policy of non-discrimination based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by federal, state, or local law.

### **POLICY**

Howard Industries maintains a policy of non-discrimination in all phases of employment and complies in full with all applicable laws. The Company will continuously monitor its performance in these basic areas and take action where necessary to comply with applicable requirements.

This policy applies to all areas of employment including recruiting, advertising, hiring, transferring, training and development, termination, layoff, compensation and benefits, social and recreational programs and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

It is the policy of Howard Industries to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA). Howard Industries will not discriminate against any qualified employee or job applicant with respect to terms, privileges, or conditions of employment because of a person's physical or mental disability.

Howard Industries will also make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job, and provided that any accommodations made do not require significant difficulty or expense.

Equal employment opportunity notices are posted at our work sites as required by law. The notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that Howard Industries' equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions, the policies are effective and apply uniformly to everyone. Any employee, including managers, involved in discriminatory practices will be subject to discharge.

### **Please Read Carefully Before Signing This Form**

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired. Regardless of when such information is discovered.
2. I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me, or my employment.
3. I understand that upon receiving a job offer, a background check and drug screening may be required. (Note: If this is a job requirement, you will be notified.)
4. Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the company is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company's, unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.

Signed by Applicant \_\_\_\_\_ Date \_\_\_\_\_



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## CONSENT AND DISCLOSURE

I understand that Howard Industries will utilize the services of the Manufacturers' Association, 2171 West 38<sup>th</sup> Street, Erie, Pa. 16508 (MANP) as part of the procedure for processing my application for employment. I also understand that if my application for employment is granted, Howard Industries may obtain further information through subsequent investigations by the MANP so as to update, renew or extend my employment, to the extent permitted by law.

I understand a consumer reporting agency's investigation may include obtaining information regarding bankruptcies covering up to the last ten (10) years, obtaining information regarding civil suits, civil judgments, arrest records and paid tax liens covering up to the last seven (7) years, obtaining information regarding any other adverse item of information covering up to the last seven (7) years and obtaining information regarding references and educational and employment verifications without any time limitations, subject to any limitations or exceptions applicable under state and federal law. The investigation may also include obtaining information relating to criminal records without any time limitations, subject to state law.

In the event an investigative consumer report is conducted, I understand such information may be obtained by personal interviews with my acquaintances or associates or with others whom I am acquainted or who may have knowledge concerning my character, general reputation, personal characteristics or standard of living. I understand such information may also be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge.

I understand that I have the right to receive notice about the nature and scope of any investigative consumer report requested within five days after Howard Industries receives my request or five days after the investigative consumer report was requested, whichever is later.

- By filling in this circle, I indicate that I wish to receive further disclosure about the nature and scope of any Howard Industries request for an investigative consumer report.

I acknowledge that I have received the attached summary of my rights under the Fair Credit Reporting Act.

I also understand that before I am denied employment based, in whole or part, on information obtained in the consumer report and/or investigative consumer report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. I understand if I disagree with the accuracy of any information in the report, I must notify Howard Industries within five business days of my receipt of the report that I am challenging the accuracy of the information contained in this report with MANP and advise Howard Industries as to the basis of my challenge.

In exchange for consideration by Howard Industries of my employment application, I agree not to file or pursue any complaints, claims or legal actions of any kind against MANP for providing the aforementioned information. I also agree not to file or pursue any complaints, claims or legal actions against Howard Industries or any of its employees, representatives or agents arising out of or in any way related to conducting a background investigation.

I am consenting that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any entity, which may provide information based on this authorized request.

I hereby consent to this investigation and authorize Howard Industries to procure a consumer report and/or investigative consumer report on my background as stated above from MANP. In order to verify my identity for purposes of the background investigation, I am voluntarily releasing my date of birth, social security number and other information below for my own benefit and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.



**MANUFACTURERS'  
ASSOCIATION**

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First Name Middle Initial Last Name

Other Names Known By Date of Birth (MMDDYYYY)

Social Security Number Primary Telephone Number (no dashes) Male Female

Current Address Apt. # # Years at this address

City State Zip Code

Previous Address Apt. # # Years at this address

City State Zip Code

Previous Address Apt. # # Years at this address

City State Zip Code

Previous Address Apt. # # Years at this address

City State Zip Code

Driver's License Number (no dashes) License State

E-Mail Address

Today's Date (MMDDYYYY) Signature



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Para informacion en espanol, visite <http://www.ftc.gov/credit> o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records and rental history records). Here is a summary of our major rights under the FCRA. For more information, including information about additional rights, go to <http://www.ftc.gov/credit> or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005, all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See <http://www.ftc.gov/credit> for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See <http://www.ftc.gov/credit> for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer-reporting agency may not report negative information that is more than seven years old or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer-reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).



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- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency, violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

FOR QUESTIONS REGARDING:	PLEASE CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center-FCRA Washington, D.C. 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, D.C. 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, D.C. 20551 1-202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Programs Washington, D.C. 20552 1-800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 1-703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, D.C. 20429 1-877-275-3342
Air, surface or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, D.C. 20590 1-202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, D.C. 20250 1-202-720-7051