



# Employment Application

**Application in active status for 60 days.** Must re-apply after this time period elapses.

## We are an Equal Opportunity Employer

Scan-Pac Mfg. provides employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, or disability, or any other basis prohibited by federal or state law. The information provided on this application will not be used for any purpose prohibited by law.

*Information requested on this application must be completely/accurately answered to be considered for employment.*

**PRINT NEATLY AND IN INK.**

### Applicant Information

Name (first, middle, last)		Date
Address (street)		Day Telephone ( )
(city state, zip code)		Evening Telephone ( )
Are there other names under which you have worked or attended school? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list for reference checking purposes.		
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide proof of work authorization.)		
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> 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 crime or pleaded no contest for any offense or violation other than minor traffic accident violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not an automatic bar to employment.)		
Do you have any <i>pending</i> criminal charges against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the 1) nature of the charges, 2) date issued and 3) county and state where issued.		
Have you ever applied at this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:		Have you ever worked at this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:

Position Applying For	PT or FT Desired	Salary Range Desired	Shift Preference

When can you start?

How were you referred to the company?  Agency  Walk-In  Scan Pac Employee \_\_\_\_\_  
 Scan Pac Web Site  On-line  Newspaper  School  Other

### Education

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

## Special Skills

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

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

## 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 Dates (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 Dates (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 Dates (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 Dates (month and year)	
Name of Immediate Supervisor	From	To
Description of Duties		
Salary – start	Salary - end	Reason for Leaving

<b>Employment References</b>		
<b>List individuals YOU have worked with on your jobs. (no relatives).</b>		
Name	Day Telephone ( )	
	Evening Telephone ( )	
Address		
Relationship	How long known?	
Name	Day Telephone ( )	
	Evening Telephone ( )	
Address		
Relationship	How long known?	

**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.
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 from all liability any person or organization when responding to inquiries in connection with my application for employment with Scan Pac Mfg. Inc.
3. I understand that upon receiving a job offer, a drug and alcohol test will be required.
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 \_\_\_\_\_

***Thank you for your interest in our company.***

## Employment & Background Release

### **Scan-Pac Manufacturing Company**

In connection with my application for employment (including contract for services if applicable) and as a condition of continuing employment, I understand and agree investigative background inquiries are to be made on me and may include educational records and transcripts, employment verifications, consumer credit, criminal convictions, motor vehicle, worker's compensation and other records and reports. These reports will include information on my prior experience along with reasons for leaving prior employment.

I understand information may be requested from federal, state and local governmental agencies, credit and educational institutions, as well as past and present employers as required.

I authorize without reservation, any party or agency contact by this employer or organization, to furnish the requested information and release all parties involved from any liability in conjunction with this background check. I hereby consent to the release of said information and release this employer and DataFacts, Inc. and/or any of their agents from any and all liability. This authorization/consent shall be valid in original, fax or copy form.

I understand that full, complete and accurate personal information is necessary for an accurate background check and realize that any omission, deletion or falsification may result in my application being rejected or my employment terminated. I understand that a prior criminal conviction will not automatically result in my disqualification from employment but will be evaluated along with other relevant information.

#### **Please Print All Information**

Full Name \_\_\_\_\_ Position applied for \_\_\_\_\_

List all previous names under which you are known or may have worked \_\_\_\_\_

Social Security Number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Place of Birth \_\_\_\_\_

I.D. or Drivers License # \_\_\_\_\_ State \_\_\_\_\_

Date of Birth (For Identification Purposes Only) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

#### **Residence Addresses Past (5) Years:**

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Your signature indicates you have read and understand this release and that you agree to all terms.**

**Applicant Signature** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

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### Numerical Accuracy

If the corresponding numbers do NOT match place an "X" in the space between the two numbers

628 \_\_\_\_\_ 628

09035 \_\_\_\_\_ 09035

7694713 \_\_\_\_\_ 7693713

1,251,392 \_\_\_\_\_ 1,251.39

43092561 \_\_\_\_\_ 43902561

002536123 \_\_\_\_\_ 002536213

\$5643.13 \_\_\_\_\_ \$5643.13

2349765 \_\_\_\_\_ 2349764

10/01/99 \_\_\_\_\_ 10/10/99

\$17,245.36 \_\_\_\_\_ \$17,245.36

### General Math

$$\begin{array}{r} 40 \\ +29 \\ \hline \end{array}$$

$$\begin{array}{r} 684 \\ +777 \\ \hline \end{array}$$

$$\begin{array}{r} 3074 \\ +2948 \\ \hline \end{array}$$

$$\begin{array}{r} 75.4 \\ +22.3 \\ \hline \end{array}$$

$$\begin{array}{r} 87.239 \\ +62.804 \\ \hline \end{array}$$

$$\begin{array}{r} 82 \\ +69 \\ \hline \end{array}$$

$$\begin{array}{r} 58 \\ -37 \\ \hline \end{array}$$

$$\begin{array}{r} 81 \\ -49 \\ \hline \end{array}$$

$$\begin{array}{r} 237 \\ -125 \\ \hline \end{array}$$

$$\begin{array}{r} 1,989 \\ -568 \\ \hline \end{array}$$

$$\begin{array}{r} 328.21 \\ -186.70 \\ \hline \end{array}$$

$$\begin{array}{r} 193.6 \\ -142.1 \\ \hline \end{array}$$

$$\begin{array}{r} 21 \\ \times 4 \\ \hline \end{array}$$

$$\begin{array}{r} 67 \\ \times 3 \\ \hline \end{array}$$

$$\begin{array}{r} 728.03 \\ \times 9 \\ \hline \end{array}$$

$36 \div 6 =$  \_\_\_\_\_

$259 \div 14 =$  \_\_\_\_\_

$192 \div 12 =$  \_\_\_\_\_

$174 \div 3.5 =$  \_\_\_\_\_

### Converting Fractions

Convert the following fractions carrying out the decimals three (3) places

$1/2 =$  \_\_\_\_\_

$1/8 =$  \_\_\_\_\_

$1/4 =$  \_\_\_\_\_

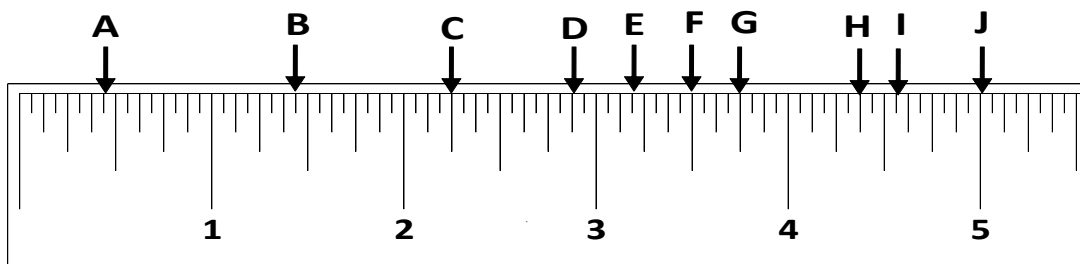
$2/3 =$  \_\_\_\_\_

$3/5 =$  \_\_\_\_\_

$24/32 =$  \_\_\_\_\_

### Measurements

Fill in the blank with the corresponding answer, reduce fractions to the lowest terms



A \_\_\_\_\_

C \_\_\_\_\_

E \_\_\_\_\_

G \_\_\_\_\_

I \_\_\_\_\_

B \_\_\_\_\_

D \_\_\_\_\_

F \_\_\_\_\_

H \_\_\_\_\_

J \_\_\_\_\_

## APPLICANT INVITATION TO IDENTIFY FOR AFFIRMATIVE ACTION PURPOSES

We are subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we are required to invite you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position Applied for:** \_\_\_\_\_

**1. WHAT IS YOUR GENDER?**  Male  Female

**2. ARE YOU HISPANIC OR LATINO\*?**  Yes  No

\* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**3. IF YOUR ANSWER TO QUESTION 2 IS NO, PLEASE IDENTIFY YOUR RACE:**

**White** (a person having origins in any of the original peoples of Europe, North Africa or the Middle East)

**Black/African American** (a person having origins in any of the Black racial groups of Africa)

**Asian** (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam)

**American Indian/Alaskan Native:** (a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment)

**Native Hawaiian or Other Pacific Islander:** (a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

**Two or More Races:** (All persons who identify with more than one of the above five races)

### How were you referred to this opening?

Walk-in

Newspaper Ad

State Job Center

Online Job Board

College Job Board

Employee Referral

Staffing Agency

Mail; unsolicited

Other:

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