

APPLICATION FOR EMPLOYMENT

ELCo ENTERPRISES, INC.

WIRE WIZARD
WELDING PRODUCTS

5750 Marathon Drive
Jackson, MI 49201
Phone: 517.782.8040 | Fax: 517.782.8039
wire-wizard.com

We are proud to be a 100% tobacco free company.

DEMOGRAPHIC and INTEREST INFORMATION

Last name	First name	MI	Home Telephone (if any)
Other last names under which you have worked			Alternate Telephone Number for message
Home Street Address			Cell Phone (if different than above)
City	State	Zip	Personal E-mail Address
Previous addresses (if above less than 5 years)			
Position applied for:			Date available to start:
Desired salary:			
What led you to apply with us? <input type="checkbox"/> Ad <input type="checkbox"/> Employee Referral-Name _____ <input type="checkbox"/> Outside referral <input type="checkbox"/> Walk-in <input type="checkbox"/> Other _____			
Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, can you provide verification of your legal right to remain/work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have a reliable form of transportation available to you to go to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION and TRAINING

School name	City/State	From	To	Graduate?	Major/Program	Type of Degree

SPECIALIZED TRAINING and/or SKILLS

List all equipment that you feel competent to operate:

List any specialized training or skills you possess:

REGISTRATIONS, CERTIFICATIONS, and/or LICENSURE

Type	Number	Issued by	Expires
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MILITARY SERVICE

SERVICE/BRANCH	DATES	RESERVE STATUS

Honorable discharge? ☐ Yes ☐ No (If no, please state type of discharge and explain.)

EMPLOYMENT HISTORY

List **all** employers **in the past ten (10) years.** Begin with **current/most recent** employer and work back. Include all periods of unemployment and any job-related military, volunteer and/or temporary experience. If additional space is needed, please use a blank page and attach. **"SEE RESUME" is not acceptable.**

Employer _____
Address: _____
City _____ State _____ Zip _____

From (Mo/Yr): _____ to (Mo/Yr): _____
Reason for leaving: _____
Salary: \$ _____ per ☐ hour ☐ week ☐ No
May we contact this employer at this time? ☐ Yes ☐ No
If no, explain: _____

Position Title: _____
Duties: _____

Name while employed: _____
Immediate supervisor: _____
Supervisor's title: _____
Supervisor's phone #: _____

Employer _____
Address: _____
City _____ State _____ Zip _____

From (Mo/Yr): _____ to (Mo/Yr): _____
Reason for leaving: _____
Salary: \$ _____ per ☐ hour ☐ week ☐ year
May we contact this employer at this time? ☐ Yes ☐ No
If no, explain: _____

Position Title: _____
Duties: _____

Name while employed: _____
Immediate supervisor: _____
Supervisor's title: _____
Supervisor's phone #: _____

Employer _____
Address: _____
City _____ State _____ Zip _____

From (Mo/Yr): _____ to (Mo/Yr): _____
Reason for leaving: _____
Salary: \$ _____ per ☐ hour ☐ week ☐ year
May we contact this employer at this time? ☐ Yes ☐ No
If no, explain: _____

Position Title: _____
Duties: _____

Name while employed: _____
Immediate supervisor: _____
Supervisor's title: _____
Supervisor's phone #: _____

Employer _____
Address: _____
City _____ State _____ Zip _____

From (Mo/Yr): _____ to (Mo/Yr): _____
Reason for leaving: _____
Salary: \$ _____ per ☐ hour ☐ week ☐ year
May we contact this employer at this time? ☐ Yes ☐ No
If no, explain: _____

Position Title: _____
Duties: _____

Name while employed: _____
Immediate supervisor: _____
Supervisor's title: _____
Supervisor's phone #: _____

Are you currently on layoff status and subject to recall? ☐ Yes ☐ No
Have you ever been discharged (fired) by an employer or resigned in lieu of discharge? ☐ Yes ☐ No
Have you ever been disciplined (other than discharged) by an employer? ☐ Yes ☐ No

If you answered "yes" to either of the previous 2 questions, attach a signed statement to explain all incidents, giving facts and dates describing any action you took and any resolution.

Do you have any felony charges pending against you? ☐ Yes ☐ No
Have you ever been convicted of or pled "guilty" or "no contest" to a crime? ☐ Yes ☐ No

If you answered "yes" to either of the previous 2 questions, attach a signed statement giving the date(s), nature of the offense and circumstances. [NOTE: CONVICTION OF A CRIME WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.]

ADDITIONAL INFORMATION

Use this space for other job-related information you would like to add and to explain any gaps in your work history.

CERTIFICATION

I understand that I may be required to submit to a physical examination, which may include a drug test, after offer but prior to beginning employment and that I must satisfactorily pass such an examination to obtain employment. I have read and fully understand the questions on this application.

I have completely, truthfully, and accurately answered each question to the best of my knowledge. I understand that all the inquiries on this application are subject to verification and authorize any schools that I have attended, licensing/certification boards, governmental agencies (i.e.; criminal history searches, driving record checks, etc.) and current and previous employers to release any requested information to ELCo Enterprises, Inc. I also specifically waive written notice from all former employers regarding their disclosure to ELCo Enterprises, Inc. of any prior disciplinary action and waive any claim against ELCo Enterprises, Inc. and current or former employers arising from such investigation or disclosure.

I understand that any misrepresentation of the information I have supplied or failed to supply can result in rejection of this application or, if I have been hired, immediate dismissal at the sole discretion of ELCo Enterprises, Inc.

I have read and understand the Core Four code of values of ELCo Enterprises, Inc. and am willing to fully accept and demonstrate a commitment to these values.

I further understand and agree that if I am hired, unless I am covered by a written agreement to the contrary, signed by me, that my employment may be terminated either by me or by ELCo Enterprises, Inc. at any time, with or without notice or cause. It is with this full understanding of ELCo Enterprises' exclusive right to make such discharge decisions that I will accept employment offered to me. I agree that as an applicant for employment, and if subsequently hired as a team member, any disputes that arise between me and ELCo Enterprises, Inc. and/or any of their affiliates will be arbitrated rather than taking the matter to court.

Signature of Applicant

Date

NOTICE of NON-DISCRIMINATION

ELCo Enterprises, Inc. does not discriminate in providing employment opportunities to individuals with respect to race, creed, color, national origin, religion, sex, age, handicap, marital status or sexual orientation.