



5720 Ellis Road
Orchard Park, NY 14127
Phone: 716-662-0270
Fax: 716-662-0276
www.northamericancarbide.com

Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Home Telephone _____ Cell Telephone _____

Email address _____ Social Security # _____

Employment Desired

Position applying for _____

How did you hear of this opening? Walk-in Advertisement – specify _____

Employment Agency School Employee Referral – specify who _____

Other – specify _____

Are you authorized to work in the U.S.? Yes No

Have you ever been employed at our company before? Yes No

If you are under 18 years old, and it is required, can you furnish a work permit? Yes No

Which type of employment are you seeking?

Full-time Part-time Temporary/Seasonal COOP

If applying for a full-time manufacturing position, which shift(s) are you available to work?

Please check one or both: Days (6am – 4:30pm) Nights (4:30pm – 3am)

Manufacturing operates 7 days a week, everyone must work one weekend day.

Please check one or both:

Sunday (1st half of the work week) Saturday (2nd half of the work week)

If applying for a part-time position, which days/hours are you available?

Date available for work _____ Desired wage _____

Have you ever been convicted of a crime or violation other than a minor traffic infraction? (A conviction record will not necessarily be a bar to employment.) Yes No

If yes, please provide dates and details.

If driving is an essential job function, driver's license # _____ State _____

Education

School Name and Location	Last Year Completed	Did you Graduate?	Major	Degree
High School _____	_____	_____	_____	_____
College _____	_____	_____	_____	_____
College _____	_____	_____	_____	_____
Post-College _____	_____	_____	_____	_____
Business/Trade/Other Training _____	_____	_____	_____	_____

In addition to your work history, are there are other skills, qualifications, honors, or experience that we should consider?

Employment History (Start with most recent employer. Please complete this section even if you attached a resume.)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

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May we contact? Yes No

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Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Comments, including an explanation of any gaps in employment

Professional References

Please list three work-related references (or school-related, if applicable). Please include at least one former supervisor/manager, if possible.

Name _____ Phone _____ Years Known _____

Company _____ City, State _____

Name _____ Phone _____ Years Known _____

Company _____ City, State _____

Name _____ Phone _____ Years Known _____

Company _____ City, State _____

Please Read Before Signing;

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that North American Carbide/Transport National Development and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with North American Carbide/Transport National Development, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company that verifies my right to work in the United States.

I understand that employment at North American Carbide/Transport National Development is "at will," which means that either North American Carbide/Transport National Development or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature _____ Date _____