



EMPLOYMENT APPLICATION

1628 State Road 114

Rensselaer, IN 47978

Phone 219-866-7141

Facsimile 219-866-7060

sculp@talbertmfg.com

Application for Employment

Please Select Area(s) of Interest				
Welder _____	Fabrication _____	Assembler _____	Parts _____	Material Handler _____
Laborer _____	Sandblaster _____	Painter _____	Sales _____	Admin./Office _____

An Equal Opportunity Employer

Applications are accepted only for open positions. This application is valid only for the particular open position at the time of your application. If you wish to be considered for employment in another position or an open position in the future, a new application must be completed.

Instructions: Complete all necessary information. Be sure to sign and date the application.

Applicant Personal Data		
Name of Applicant (last, first, middle) _____		
Mailing Address (number and street) _____		
City _____	County _____	
State _____	Zip Code _____	Shift Preferred: 1st ___ 2nd ___ 3rd ___ Any ___
Phone Number: _____		<u>On what date would you be available for work?</u> _____
Have you been employed here before? _____	Are you eligible to work lawfully in the U.S? Yes ___ No ___	
In order to permit a check your work and education records, are there any other names that you have use previously? Yes ___ No ___ If yes, identify names and relevant dates:		
Please list all previous places of residence (if different than current residence) for the past three years.		
1. _____	How long? _____	
2. _____	How long? _____	
3. _____	How long? _____	
How did you learn about us? _____		
<div style="display: flex; justify-content: space-between;"> _____ Advertisement _____ Friend _____ Walk-In </div> <div style="display: flex; justify-content: space-between;"> _____ Employment Agency _____ Relative </div> <div style="display: flex; justify-content: space-between;"> _____ Talbert Mfg. Employee (name: _____) </div> <div style="display: flex; justify-content: space-between;"> _____ Other </div>		
Are you employed now?	If so may we contact your present employer? _____	
	Previous Employers? _____	
	If "no" please explain reason _____	

Employment Experience

1. List below beginning with your most recent position, all of your work experience.
2. If your title and duties changed substantially in the course of your service in any one organization, indicate such changes clearly and as separate employment.
3. **Please do not submit a resume for this application.**

Job title _____	From (MM/DD/CC/YY) _____	To (MM/DD/CC/YY) _____	Approximate number of hours worked per week:
Name of Employer / and address (number and street city, state, zip code) _____			Telephone number (Area Code) _____
Name of Supervisor _____		Hourly rate/salary: Starting _____ Final _____	
Describe the duties of your position in the order of importance. Indicate what machinery or office equipment was utilized.			
Reason for Leaving:			

Job title _____	From (MM/DD/CC/YY) _____	To (MM/DD/CC/YY) _____	Approximate number of hours worked per week:
Name of Employer / and address (number and street city, state, zip code) _____			Telephone number (Area Code) _____
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Describe the duties of your position in the order of importance. Indicate what machinery or office equipment was utilized.			
Reason for Leaving:			

Education

Name/Location of School	From (Mo/Yr)	To (Mo/Yr)	Fields of Study	Diploma (GED) or type of Degree

Qualifications for Employment

Except for vacations and holidays, how many work days were you absent during the past calendar year?

0-5 days ____ 6-10 days ____ 11-15 days ____ 16-20 days ____ 21+ days ____

Which of your previous jobs did you like the best?

What did you like most about that job?

This Company has a policy of assuring that the work environment is free from harassment and discrimination. Have you ever been accused of sexual or harassment or employment discrimination? Yes ____ No ____ If yes please explain:

Describe any specialized training, apprenticeship and skills and state where it was received; also describe any job-related extra- curricular (outside of work) activities:

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race religion, national origin, age disability or any other protected status):

Have you ever been convicted of any crime in any state? (If you are not applying for a position as a driver, do not include minor traffic offenses, but you should include all convictions classified as felonies, misdemeanors (for which probation has not been completed or discharged), guilty pleas or pleas of nolo contendere. Do not include sealed or expunged records, post- or pre-trial diversions, or arrests or detentions that did not result in a conviction.) If yes, please provide date, place, and nature of conviction. A conviction does not constitute an automatic bar to employment – the type of conviction and when it occurred will be considered.

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? Yes ___ No ___ If "No," please explain:

References (Please do not list relatives as references.)

Name of Reference _____

Area Code and Telephone Number

Address (number and street, city, state, zip code)

Name of Reference _____

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Address (number and street, city, state, zip code)

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Address (number and street, city, state, zip code)

Certificate of Applicant and Authorization of Reference and / or Employment Verification

I certify that all the information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am currently employed at the time discovery, my employment may be terminated.

I authorize any person, agency, partnership, or corporation having any information concerning my background, educational record, or employment record to release such information. I authorize a thorough investigation of my past employment and background and agree to cooperate in such investigation, and release from all liability or responsibility all persons corporations requesting or supplying such information is to be used for possible employment with Talbert Manufacturing, Inc.

In consideration of my employment, I agree to conform to the Company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the Company option, subject to the term of an applicable collective bargaining agreement. I understand that no Company Representative, other than its President (and then only when in writing and signed by the President), has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing (except in conjunction with an applicable collective bargaining agreement).

By clicking this box I, , on

Full Name

Date

Authorize Talbert Manufacturing to use the above information in their hiring process.

**Pre-Screening Notice and Certification Request for
the Work Opportunity Credit**

► Information about Form 8850 and its separate instructions is at www.irs.gov/form8850.

Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.

Your name _____ Social security number ► _____

Street address where you live _____

City or town, state, and ZIP code _____

County _____ Telephone number _____

If you are under age 40, enter your date of birth (month, day, year) _____

- 1 Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.

- 2 Check here if **any** of the following statements apply to you.
 - I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
 - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
 - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
 - I am at least age 18 but **not** age 40 or older and I am a member of a family that:
 - a. Received SNAP benefits (food stamps) for the past 6 months; **or**
 - b. Received SNAP benefits (food stamps) for at least 3 of the past 5 months, **but** is no longer eligible to receive them.
 - During the past year, I was convicted of a felony or released from prison for a felony.
 - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
 - I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.

- 3 Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.

- 4 Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.

- 5 Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.

- 6 Check here if you are a member of a family that:
 - Received TANF payments for at least the past 18 months; **or**
 - Received TANF payments for any 18 months beginning after August 5, 1997, **and** the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years; **or**
 - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.

- 7 Check here if you are in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period you received unemployment compensation.

Signature—All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ► _____

Date _____

Once complete send on to sculp@talbertmfg.com