



# VAL-FAB, INC.

CUSTOM METAL FABRICATORS

## Employment Application

Equal Opportunity Employer

### APPLICANT INFORMATION

Name (first, middle, last)	Date:
Address (street, city, state, zip code)	Day Telephone (      )
Social Security #	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.)	
Have you lived/worked in any other states in the last 12 months?	
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 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.	

### POSITION APPLYING FOR

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:
What position are you applying for?	Shift Preference: 1 <sup>st</sup> 2 <sup>nd</sup>
Salary/Hourly Wage Desired - \$	When can you start?

## EDUCATION

<u>School</u>	<u>Name and Location (city, state)</u>	<u>No. Years Attended</u>	<u>Major subjects</u>	<u>Diploma or Degree Received</u>
High School				<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 AND SPECIAL SKILLS

Describe any specialized training, apprenticeships, licenses, or skills relevant to position desired.

<u>Course/Seminar</u>	<u>Organization Sponsoring</u>	<u>Content</u>	<u>Date(s) Attended</u>

## REQUIRED LICENSE(S)

If you are required to drive a motor vehicle for the job applying for, state your:

1.) Drives License number

2.) State issued

Are you licensed with any group, association or society relating to the job for which you are applying?  Yes  No

**EMPLOYMENT HISTORY**  
**(start with most recent; use separate sheet if necessary)**

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

### Please Read Carefully Before Signing This Form

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.

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 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.

I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)

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 Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

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

# VAL-FAB, Inc.

## Custom Metal Fabrications

\*\*\*Place checkmark next to each item that you have experience with\*\*\*

Machines Operated On		Miscellaneous Experience	
Brake Press – Manual		Forklifts	
Burning Table (Setup/Operate)		Grinders	
Cutting Torch		Jigs/Fixtures - Setup	
Jib Crane		Own Layouts and Setups	
Overhead Crane		Blueprints	
Mill - Manual		Assembly – Mechanical	
Drill Press (Setup or Operate)		Assembly – Electrical/Electronics	
Band Saw Vertical		Angel Iron Rolling	
Band Saw Horizontal		Other:	
Other:			
Welding Experience		Types of Metals	
Certified SMAC		Stainless Steel	
Certified FCAW		Carbon Steel	
Certified GMAW		Cast Iron	
Certified GTAW		Exotic Metals	
Certified ASME		Aluminum	
Certified (State or In-House Expires __)		Galvanized Metal	
Metal Thickness – 24 to 10 Gauge		Other:	
Metal Thickness – 3/16” to 1”			
Fabricate Own Parts			
First Piece Inspection			
Custom Fabrication			
Forming/Bending			
Other:			

# Employee Voluntary Self-Identification Survey Form for EEO-1 Reporting Requirements

Employee Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

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.

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, the Middle East, or North Africa.

Asian-A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian or Alaskan Native-A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Black or African American-A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander-A person having origins in any of the people 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.

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## How Were You Referred To This Job?

Walk In  Employee Referral  Employment Agency  Company Website

School/College  State Job Service  Advertisement: \_\_\_\_\_

Thank you for completing this form.



**DISCLOSURE AND RELEASE FORM (Databased Records)**  
**15 U.S.C. §1681b and 1681k**

In connection with my application for employment (including contract for services or volunteer services) or tenancy with VAL-FAB, Inc in Neenah, WI , I understand that an investigative background inquiry is to be made on myself. The resulting reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, education, accidents, licensure, credit, etc. I further understand that such reports may contain current and/or databased public record information such as, but not limited to: my driving record, workers' compensation claims, credit, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other commercial agencies which maintain such records. Public records will include records obtained from commercial databases.

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to make a request to the consumer reporting agency, **Background Screeners of America**: upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information; and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency; and I agree that such information which the agency has or obtains, and my employment or tenant history with you, may be supplied by you to the agency for release to other companies which subscribe to the agency's services.

I hereby authorize procurement of consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

- California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.**
- I acknowledge I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

<b>NAME:</b> First _____		Middle _____	Last _____
<b>Social Security #</b> _____		<b>Date of Birth</b> _____	
<b>Email</b> _____			
<b>Current Address:</b>		<b>Previous Address:</b>	
Street 1 Apt or Unit # City ST Zip		Street 1 Apt or Unit # City ST Zip	
<b>Drivers Lic. #</b> _____		<b>State Issuing</b> _____	
<b>Alias or Maiden Names Used:</b>			

**X** \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPLICANT SIGNATURE

**Employer Copy**

## Consumer Rights Under the FCRA

Para información en español, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escriba 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 your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](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 [www.ftc.gov/credit](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 [www.ftc.gov/credit](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)

Applicant Copy