



Application for Employment

It is the policy at Whelen Engineering Co, Inc. to provide equal employment opportunities to all applicants and employees without regard to race, color, religious creed, sex, marital status, sexual orientation, gender identity, ancestry, national origin, citizenship status, age, religion, medical condition, mental or physical disability, veteran or military status, pregnancy, childbirth or related medical condition, genetic information or any other class or characteristic protected by federal, state or local law.

Applicants with disabilities may be entitled to reasonable accommodations under the American with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Whelen. Please inform the person who provided with you with this application if you need assistance completing this application or to otherwise participate in the application process.

Required Information

<u>Full Name (Last, First MI)</u>	
<u>Address (Street, City, State, Zip)</u>	
<u>Primary Phone Number</u>	<u>Secondary Phone Number (optional)</u>
<u>Email Address</u>	
Have you ever worked for or applied to Whelen in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please complete the below: <input type="checkbox"/> Employed by Whelen: Month/s, Year/s, Location/s: _____ <input type="checkbox"/> Employed by Coworx: Month/s, Year/s, Location/s: _____ <input type="checkbox"/> Applied: Month/s, Year/s, Location/s: _____	
Are you legally eligible for employment in the United States (without sponsorship)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If hired, you will be required to complete an Employment Eligibility Verification Form (I-9).</i>	
What job/s are you applying for?	
What is your desired pay?	
When are you available to begin working? <input type="checkbox"/> Immediately <input type="checkbox"/> After two weeks' notice <input type="checkbox"/> Other: _____	
What hours/shifts are you available to work? <input type="checkbox"/> Full Time (40 hours/week) <input type="checkbox"/> First Shift (7:30/8:00am – 4:30/5:00pm) <input type="checkbox"/> Part Time: hours/week: _____ <input type="checkbox"/> Second Shift (4:30/5:00pm – 12:30am/1:00am)	
<u>Signature</u>	<u>Date (MM/DD/YYYY)</u>

Employment History: Enter current or most recent first.

<u>Company Name</u>	<u>Address (City & State)</u>	<u>Phone Number</u>
<u>Employment Dates (Month/Year)</u> Start Date: _____ End Date: _____		
<u>Job Title & Responsibilities</u>		
<u>Supervisor Name</u>	Phone Number: Email Address:	
<u>Reason for leaving</u>	May we contact this employer and supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Company Name</u>	<u>Address (City & State)</u>	<u>Phone Number</u>
<u>Employment Dates (Month/Year)</u> Start Date: _____ End Date: _____		
<u>Job Title & Responsibilities</u>		
<u>Supervisor Name</u>	Phone Number: Email Address:	
<u>Reason for leaving</u>	May we contact this employer and supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Company Name</u>	<u>Address (City & State)</u>	<u>Phone Number</u>
<u>Employment Dates (Month/Year)</u> Start Date: _____ End Date: _____		
<u>Job Title & Responsibilities</u>		
<u>Supervisor Name</u>	Phone Number: Email Address:	
<u>Reason for leaving</u>	May we contact this employer and supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Education History: Enter current, highest, or most recent first.

School Name		Address (City & State)	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In process		Degree attained (e.g. diploma, bachelor's)	
School Name	Address (City & State)	Phone Number	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In process		Degree attained (e.g. diploma, bachelor's)	
School Name	Address (City & State)	Phone Number	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In process		Degree attained (e.g. diploma, bachelor's)	

ESSENTIAL INFORMATION

FOR ALL PERSONS APPLYING FOR EMPLOYMENT

Successful Conclusion of Substance Abuse Testing and Physical Exams

All applicants for employment at Whelen Engineering Company, Inc. must complete an Application for Employment form, and carefully note some of the conditions of employment as herein noted:

- A negative substance abuse test (i.e., drug screening) is a condition of employment at Whelen Engineering Company, Inc. for all full-time and part-time jobs.
- A complete physical is required after a conditional job offer has been made for full-time employment for specified jobs which have such requirement (e.g., regular lifting, bending of heavy weighted objects).
- It is essential that you bring to the attention of the examining physician, any and all legal drugs that you may be using (prescribed by a physician) at the time of the physical or drug screening.

Random Drug Testing Program

Whelen Engineering Company, Inc. manufactures safety devices for the transportation industry. We employ a random drug testing program which is required by the Federal Aviation Guidelines, as well as with the defense contracting agencies for whom we work. New employees hired after April 15, 2012 must participate in the random testing program as a condition of receiving any bonus, should one be declared by the Board of Directors, and should the employee meet the requirements (i.e., must sign the consent form for the random testing program).

I have read the information above about Substance Abuse Testing, Physical Exams and the Random Drug Testing Program and understand the contents.

<u>Signature</u>	<u>Date (MM/DD/YYYY)</u>

APPLICANT'S STATEMENT

I understand that if I am hired my employment may be terminated with or without cause or notice, at any time, at either my option or that of the Company. I understand that no management representative has any authority to enter into any employment agreement contrary to the foregoing without written approval of the President.

If requested when a conditional offer of employment is made, I agree to take a physical examination and drug screening at no personal expense and authorize the examining physician or substance abuse testing facility to disclose the findings to the Company. I understand that any offer of employment is conditioned upon receipt of satisfactory references and satisfactory completion of such physical and drug screen examination.

I have provided truthful and complete responses to all inquiries in this employment application and understand that any misrepresentation, falsification or omission constitutes a ground for immediate dismissal. If employed, I will abide by Company rules and regulations, which I understand are subject to change by the Company.

I have read this application entirely and agree to the contents.

<u>Signature</u>	<u>Date (MM/DD/YYYY)</u>
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FOR HR USE ONLY

<u>Job Posting # / Position</u>	<u>Date Received</u>
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