

COPELANDS, INC

Application for Employment

NOTICE TO APPLICANTS

Copelands is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, race, national origin, or disability that does not prohibit performance of essential job functions.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

If an accommodation is required for application, testing, or work, you must inform the Company.

If employed, you will be required to sign a Communications Policy Agreement, an Insurance Acknowledgement Agreement, a Confidentiality and Non-disclosure Agreement, and an Authorization to Offset Agreement authorizing the Company to offset amounts owed it by you against amounts due you from the Company. Some positions will also require you to sign a Non-Compete Agreement, and some positions will require you to assign Intellectual Property Rights to Copelands.

Certification by Applicant

I certify that the information given on this application and in any other supporting resume, documentation, or interview is true and correct, and understand that any false information, willful or negligent misrepresentation, or failure to disclose any requested information constitutes sufficient grounds for Copelands to terminate my employment without notice.

I understand that Copelands will make a pre-employment investigation, and authorize Copelands to perform such investigation to secure the information necessary to make a decision regarding my suitability for employment. I also understand that this application will remain "active" for only 30 days.

I understand that I will be required to pass a drug test and an employment physical, and this application serves as my consent to both, and acknowledge that any offer of employment I may receive from Copelands, Inc. is conditioned upon the satisfactory completion of and results from such testing and examination..

I also authorize Copelands to secure a consumer credit report if I have applied for a management position or any other position that receives, disburses, invoices, accounts for, deposits, or otherwise handles Copelands funds, and declare that I am bondable.

If employed, I agree to conform to Copelands rules and regulations, and understand that my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time at the option of either Copelands or myself, except as otherwise provided by law. I understand that no manager or representative of Copelands, other than the President of Copelands, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the President of the Company.

I authorize all corporations, companies, service agencies, educational institutions, persons, law enforcement agencies, military services and former employers to release information they may have about me to Copelands or its agents, and release them from any liability or responsibility from doing so.

I acknowledge by my signature that I have read and understand these statements and if employed, will sign the Agreements indicated in Notice above that are appropriate to the position in which I am placed.

Applicants Signature

Date

Witnessed by

UNSIGNED APPLICATIONS ARE NOT ACCEPTED FOR CONSIDERATION

PERSONAL INFORMATION

What Position Are You Applying For: _____

Name: Last First Middle

Present Address _____

Address (if different than above) _____

Social Security Number Telephone

Are you at least 18 years of age? Yes No

Have you ever worked under or used a different name? Yes No If Yes, what? _____

Have you ever served in the US military? Yes No Branch _____ How Long _____

Beginning Rank _____ Discharge or current rank _____

List Military Schools attended: _____

Are any of your relatives presently, or were they previously, employed by Copelands? Yes No

Do you now, or have you ever, illegally used drugs? Yes No Do you drink alcohol? Yes No

How were you referred to Copelands? _____

Have you ever been convicted of a felony? Yes No If yes, please explain: _____

EDUCATIONAL RECORD

Grade or Level	School Name and Location	Years Completed	Degree or Diploma
Elementary and Jr High			
High School			
College			
Technical Training			
Other			

All positions at Copelands require substantial use of mathematics, computers, and English. Check the boxes that will indicate your level of competence in each.

Mathematics	<input type="checkbox"/> Basic	<input type="checkbox"/> Fractions	<input type="checkbox"/> Decimals	<input type="checkbox"/> Coordinate Systems	<input type="checkbox"/> Other
Computers	<input type="checkbox"/> None	<input type="checkbox"/> Some	<input type="checkbox"/> Skilled		<input type="checkbox"/> Other
English	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak		<input type="checkbox"/> Other

WORK AVAILABILITY

1. When are you available to begin work? _____
2. How many authorized absences from your current or last position? _____
3. How many unauthorized absences from your current or last position? _____
4. Can you regularly work 8 hours per day for 5 days per week? Yes No
5. Can you, when needed, work 7 days per week to make production schedules? Yes No
6. Do you have any objection to working overtime? Yes No
7. Can you work overtime without prior notice? Yes No
8. Can you work on Saturday? Yes No
9. Can you work on Sunday? Yes No
10. Can you travel, if the position requires it? Yes No

EMPLOYMENT HISTORY

In Order of Most Recent to Earliest; Use Extra Sheet if Needed

Employer _____	From _____	To _____
Address _____	Telephone _____	
Supervisor _____	Position Held _____	
Starting Pay _____	Ending Pay _____	
Reason for Leaving _____		

Employer _____	From _____	To _____
Address _____	Telephone _____	
Supervisor _____	Position Held _____	
Starting Pay _____	Ending Pay _____	
Reason for Leaving _____		

Employer _____	From _____	To _____
Address _____	Telephone _____	
Supervisor _____	Position Held _____	
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Employer _____	From _____	To _____
Address _____	Telephone _____	
Supervisor _____	Position Held _____	
Starting Pay _____	Ending Pay _____	
Reason for Leaving _____		

REFERENCES

Do not include relatives or former employers.

_____	_____	_____
Name	Years Known	Telephone

Address		

Occupation		

_____	_____	_____
Name	Years Known	Telephone

Address		

Occupation		

_____	_____	_____
Name	Years Known	Telephone

Address		

Occupation		

_____	_____	_____
Name	Years Known	Telephone

Address		

Occupation		

_____	_____	_____
Name	Years Known	Telephone

Address		

Occupation		

_____	_____	_____
Name	Years Known	Telephone

Address		

Occupation		

SALARY / HOURLY RATE REQUIRED		
If favorably considered, what compensation would you require? \$_____ per _____		