

EMPLOYMENT APPLICATION

BuhlerPrince, Inc.

670 WINDCREST HOLLAND, MICHIGAN 49423 616-394-8248 FAX 616-394-8265



BuhlerPrince, Inc. is an equal opportunity employer. We will provide reasonable accommodation, upon request, for any qualifying mental or physical disability. BuhlerPrince, Inc. recognizes and fully supports employment at will status.

*If hired, you will be required to provide documentation establishing identity and authorization to be employed in the United States.

Only fully completed applications will be considered.

FOR OFFICE USE ONLY

Date received _____

Dept. _____ Shift _____ Start date _____

Rate _____ Manager name _____

Employee status F.T. _____ P.T. _____

Exempt _____ Non-Exempt _____ Hourly _____

GENERAL (Use additional paper if needed or necessary)

Name _____ SS# _____

Last First Middle

Address _____

Street City State Zip

Telephone _____ Hours you can be reached _____

Home Work Home Work

Previous Address _____

Street City State Zip

Specific position applied for _____ Rate of pay expected _____

Type of employment (check one) full-time part-time intern summer

Are there any times you are unavailable to work? Yes No If so, when? _____

Do you have a preference of shift? 1st 2nd 3rd 12 hours/3 days any

Have you ever filed an application with us before? Yes No If so, when? _____

If hired, when can you start? _____

Are you 18 years of age or older? Yes No

If you have worked for BuhlerPrince, Inc. before, list dates and positions held _____

List any friends or relatives working for BuhlerPrince, Inc. _____

What led you to apply at BuhlerPrince, Inc.? walk-in answer ad job fair college referral other _____

Have you ever been discharged or asked to leave a position? Yes No If yes, explain _____

Can you perform the essential functions of the job for which you are applying, with or without accommodations? Yes No

EDUCATION

School name and location	Graduated	Major	GPA
High School	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending	_____	_____
College	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending	_____	_____
Business/Trade	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending	_____	_____
GED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending	_____	_____
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending	_____	_____

PRESENT AND PAST EMPLOYERS (Begin with most recent)

Firms	Dates of Employment				Positions Held - indicate major responsibilities and accomplishments	Reason for leaving
	FROM		TO			
Name	MM	Y	MM	Y		
Address (with Zip Code)						
Telephone Number (Area Code)	PAY RATE					
	START		FINISH			
Immediate Supervisor						

Firms	Dates of Employment				Positions Held - indicate major responsibilities and accomplishments	Reason for leaving
	FROM		TO			
Name	MM	Y	MM	Y		
Address (with Zip Code)						
Telephone Number (Area Code)	PAY RATE					
	START		FINISH			
Immediate Supervisor						

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Firms	Dates of Employment				Positions Held - indicate major responsibilities and accomplishments	Reason for leaving
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Name	MM	Y	MM	Y		
Address (with Zip Code)						
Telephone Number (Area Code)	PAY RATE					
	START		FINISH			
Immediate Supervisor						

List dates of unemployment longer than one month during the last five years and explain _____

SKILLS/EXPERIENCE

Please write one paragraph detailing any special skills or experience which you feel qualify you for the position for which you are applying.

CONVICTION DATA INFORMATION

Have you ever been convicted of a felony or lesser crime? **(Conviction will not necessarily disqualify an applicant)** Yes No

If yes, explain all convictions: when, where and the nature of offense _____

Are there felony charges pending against you? Yes No If yes, explain _____

I understand if hired at BuhlerPrince, Inc., I will be subjected to a Criminal History Investigation within 120 working days of my first day of work and random thereafter. Information might need to be shared with management.

I am aware that any falsification of information contained on an employment application may disqualify me from employment. If hired, such a falsification will result in disciplinary action, up to and including termination of employment.

Signature of applicant _____ Date _____

CAREFULLY READ THE PARAGRAPH BELOW BEFORE SIGNING AND DATING THE APPLICATION

I certify that all questions are fully and correctly answered. I understand that any misleading or incorrect statements or omissions may render this application void and, if employed, will result in termination of my employment at the discretion of the Company.

I authorize the release of information from present and past employers, educational institutions, appropriate law enforcement agencies, and all other relevant sources; and release all parties from any liabilities for providing or using such information. I understand that any offer is contingent on a past employer reference check, a records verification process and criminal history investigation.

I agree that, if given an offer of employment, my employment is subject to my taking and completing a physical examination from a company designated physician.

BuhlerPrince, Inc. is committed to a drug and alcohol free environment. I understand that, if hired, I will be subject to unannounced drug and/or alcohol testing during the first 120 working days of employment and random testing thereafter.

I understand that as this organization deems necessary, I may be required to work overtime hours or hours outside a normally defined work day or work week.

I understand that BuhlerPrince recognizes and fully supports employment at will status, if hired, my employment can be terminated without cause, and without notice, at any time by either the company or myself. I also agree to conform to the operating guidelines of BuhlerPrince, Inc. I understand that this application for employment will remain active for a period of time not to exceed six months.

These provisions supersede any oral or written representations to the contrary, whether before or after my employment unless a written statement is signed and dated by the Human Resources Department.

Signature of applicant _____ Date _____

Thank you for applying at BuhlerPrince, Inc.