



Application for Employment

Prince Manufacturing Corporation is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of any characteristic protected by law, including race, color, religion, age, sex, national origin, or disability.

Personal Information

Name: _____ Date: _____
Last First Middle

Address: _____
Number & Street City State Zip Code

Telephone Number (home) _____ (work) _____

E-mail _____

Other phone number _____

May we contact you at work? Yes No If yes, best time _____ AM PM

Position applied for _____ Full Time Part Time

Are you legally authorized to work in the United States? Yes No

(As required by federal law Prince Manufacturing Corporation will hire only United States Citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification [Form I-9]" and produce requested documentation after employment.)

Do you have relatives working at any of the Prince Manufacturing Locations? Yes No

If yes, please list your relative's names, your relationships and indicate the location in which they work:

*Corporate Office (PMC)
Lewis and Clark Hydraulic Company (LCH)*

*Dakota Mobile Hydraulics Company (DMH)
Omahaline Hydraulics Company (OHC)*

*Hydraulic Components Industries. (HCI)
Prince Hydraulics Company (PHC)*

<u>Relative's Name</u>	<u>Your Relationship</u>	<u>Prince Facility</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been convicted of, or pleaded guilty or "no contest" to, or received a deferred judgment or suspended sentence relating to a criminal offense, excluding traffic offenses? Yes No

If you answered yes, please briefly explain: (a "yes" response will not automatically disqualify you from employment)

Military or other war services in the Armed Forces of the United States

Please give inclusive dates, branch of service, and final rank. Iowa's Veteran's Preference Law applies to honorably discharged persons who served in the military or naval forces of the U.S. in certain periods of time.

Active: _____

Reserve: _____

Employment History

This section must be completed; do not refer to a resume.

Provide the following information for your past and current employers starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comment section below.

Employer	Telephone ()			Immediate Supervisor and title		
Address	City,	State,	Zip	Reason for Leaving		
Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
Dates Employed		Starting Salary			Final Salary	
From _____		\$	<input type="checkbox"/> hour <input type="checkbox"/> month		\$	<input type="checkbox"/> hour <input type="checkbox"/> month
To _____			<input type="checkbox"/> week <input type="checkbox"/> year			<input type="checkbox"/> week <input type="checkbox"/> year
Summarize the type of work performed and the job responsibilities.						

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Address	City,	State,	Zip	Reason for Leaving		
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Dates Employed		Starting Salary			Final Salary	
From _____		\$	<input type="checkbox"/> hour <input type="checkbox"/> month		\$	<input type="checkbox"/> hour <input type="checkbox"/> month
To _____			<input type="checkbox"/> week <input type="checkbox"/> year			<input type="checkbox"/> week <input type="checkbox"/> year
Summarize the type of work performed and the job responsibilities.						

Comments: Please explain any gaps in employment or periods of unemployment history.

From: _____ To: _____ Reason: _____

From: _____ To: _____ Reason: _____

From: _____ To: _____ Reason: _____

From: _____ To: _____ Reason: _____

Educational Background

High School Diploma/GED	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, indicate highest grade completed	9	10	11	12
School Name	_____		City/State	_____			

Name and location of colleges or universities attended (list most recent first)	Number of Years Attended	List Degree, Diploma or Certificate Awarded	Major/Minor

Skills and Qualifications

List all valid professional licenses, occupational certificates, registrations, etc., you hold.

Include other employment skills, special training, or related courses that you would like considered as part of your application.

List any volunteer work/experience that you would like considered as part of your application. *Please exclude any membership or activity that would indicate/divulge race, color, religion, age, sex, national origin, disability or other characteristics protected by law.*

Briefly explain why you want to work for Prince Manufacturing Corporation and what you will bring to the position.

References

Professional

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Personal

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the company to verify their accuracy and to obtain reference information on my work performance. I also agree to sign, as a condition of employment or continued employment, any additional written authorizations necessary for the company to obtain access to records pertaining to this information including, but not limited to a waiver authorizing a check of my criminal history. I hereby release the company from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if I am employed by the company, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I authorize the company to make a thorough investigation of all statements contained in this application about my past employment, education, and other activities. I release from Liability all persons and organizations supplying such information.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules and regulations of employment, nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will. My employment relationship can be terminated either by the company or me at any time and for any reason.

Signature of Applicant _____ Date _____

A post offer physical and drug screen is mandatory.