

Application For Employment

We appreciate your interest in our company. You should complete the application by answering all questions. If a question does not pertain to you, please indicate “not applicable” or “N/A.” Standard Textile Co., Inc. is a federal contractor and complies with the Drug-Free Workplace Act. Standard Textile Co., Inc. is also a Tobacco Free Workplace and tests for nicotine in Ohio, Alabama, Georgia and Texas. As part of our commitment to a drug and tobacco-free workplace, we require pre-employment drug testing of all new employees. Offers of employment are contingent upon successful completion of these tests. Any applicant with a confirmed positive test result will be denied employment. Individuals who have failed a pre-employment test may reapply after a period of no less than six months but must present themselves drug and/or nicotine free. If you have questions concerning our pre-employment tests, please ask the Human Resources representative during your interview.

Standard Textile Co., Inc. is an Equal Opportunity Employer. The Company does not discriminate on the basis of age, race, religion, color, sex (including pregnancy), genetic information, national origin, disability or any other characteristic protected by federal, state, or local law.

If you need additional space for any response, please continue on a separate sheet of paper.

General Information

Name _____ Date _____

Have you ever been known by any other names? If so, please list all names. _____

Position Applied For _____ Social Security No. _____

Available (check all that apply): Full Time Part Time Temporary Only Day Shift Night Shift

Expected Salary/Wage (Range) _____

Phone (____) _____ Other Phone (____) _____

Present Address _____ How Long? (From-To) _____

City/State/ZIP _____ County of Residence _____

Have you ever worked for this company before? _____ Who referred you to us? _____

How did you find out about this opening? _____

Do you have relatives working for this company? _____ Who? _____

Are you over 18? _____ Email Address _____

If hired, can you provide proof of your legal right to work in the United States? Yes _____ No _____

General Information (continued)

Have you ever been convicted of a crime (other than a minor traffic violation) that has not been sealed, expunged, annulled, erased, statutorily eradicated, or pardoned by a court of law or governor?* Please note that a criminal conviction is not an absolute bar to employment. The Company will consider the age and nature of the offense as well as any other relevant information.

Yes_____ No_____

If yes, give details of all convictions.* _____

***Massachusetts and Hawaii applicants only:** Do not respond to this question.

***Washington Applicants only:** You may exclude convictions that occurred over ten years ago, unless the conviction reasonably relates to the job duties for the position you are seeking.

***California applicants only:** Do not list marijuana-related misdemeanor convictions over two years old, or any misdemeanor conviction for which probation has been successfully completed and discharged.

***Connecticut applicants only:** You are not required to disclose any conviction record that has been erased pursuant to sections 46b-146, 54-76o, or 54-142a of the Connecticut General Statutes. Records subject to erasure under these sections are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge for which the person was found not guilty or received an absolute pardoned conviction. Any person whose records were erased within the meaning of these three sections may consider such events to have never occurred and may so swear under oath.

Record of Previous Employment

List all past jobs. If necessary use additional sheets.

Present or Most Recent Employer (circle one) _____

Kind of Business _____

Address _____ Phone () _____

Starting Date _____ Starting Title _____ Starting Earnings _____

Ending/Present Date _____ Ending/Present Title _____ Ending/Present Earnings _____

Starting Duties _____

Ending/Present Duties _____

Last immediate supervisor's name and title _____

What did you like BEST about this job? _____

What did you like LEAST about this job? _____

Reason for leaving _____

May we contact your present employer now? _____

Record of Previous Employment (continued)

Previous Employer _____
Kind of Business _____
Address _____ Phone (____) _____
Starting Date _____ Starting Title _____ Starting Earnings _____
Ending/Present Date _____ Ending/Present Title _____ Ending/Present Earnings _____
Starting Duties _____
Ending/Present Duties _____
Last immediate supervisor's name and title _____
What did you like BEST about this job? _____
What did you like LEAST about this job? _____
Reason for leaving _____

Previous Employer _____
Kind of Business _____
Address _____ Phone (____) _____
Starting Date _____ Starting Title _____ Starting Earnings _____
Ending/Present Date _____ Ending/Present Title _____ Ending/Present Earnings _____
Starting Duties _____
Ending/Present Duties _____
Last immediate supervisor's name and title _____
What did you like BEST about this job? _____
What did you like LEAST about this job? _____
Reason for leaving _____

Previous Employer _____
Kind of Business _____
Address _____ Phone (____) _____
Starting Date _____ Starting Title _____ Starting Earnings _____
Ending/Present Date _____ Ending/Present Title _____ Ending/Present Earnings _____
Starting Duties _____
Ending/Present Duties _____
Last immediate supervisor's name and title _____
What did you like BEST about this job? _____
What did you like LEAST about this job? _____

Education

Colleges and Universities Attended

Include Jr. /Community Colleges, Graduate, Trade or Business Schools

Number of Years Attended	Name of School City, State	Major/Minor	Did You Graduate?	Grade Point Average	Degree

High School Attended

Name of School City, State	Major/Minor	Did You Graduate?	Grade Point Average

How did you finance your education? _____

Academic Honors, Scholarships, Fellowships, Extra Curricular Activities [Do not list any organization where the name indicates the age, race, religion, color, sex (including pregnancy), genetic information, national origin, disability or any other protected characteristic of its members.]

Other Qualifications

Machines: Please list those you can operate.

Special Skills and Qualifications: Please list.

Military Experience: From _____ To _____

Branch of Service _____ Rank _____

List any special skills or training acquired in the service:

Activities: Include business, trade, professional, community, volunteer, hobbies, sports, etc. [Do not list any organization where the name indicates the age, race, religion, color, sex (including pregnancy), genetic information, national origin, disability or any other protected characteristic of its members.]

What are your future goals?

References

References: Give the names of three persons not related to you, whom you have known for at least (1) year.

Name	Address	Occupation	Phone
1.			
2.			
3.			

Authorization for Release of Information

I authorize any reference, school, former employer or other person to disclose to the Company, upon request, any information they may have about me, and I release them from all liability for disclosing such information.

Date

Applicant's Signature

Other Pertinent Qualifications

Sometimes the form of an application makes it difficult for individuals to adequately summarize their complete background. Please make additional comments you feel are appropriate regarding your qualifications.

I certify that I have thoroughly read this application and that the information I have provided is correct and complete. I understand that making false or misleading statements or omitting facts on this application are grounds for rejection of this application or dismissal from employment whenever the Company discovers them. I authorize the Company to investigate all the information provided or requested in this application. I understand that, if the Company extends an offer of employment, it will be contingent upon successful completion of a background check.

If hired, I agree to comply with all rules and regulations of the Company. I will keep the Company's confidential information in the utmost confidence and that I will not use or disclose it to any other person during or after my employment except as authorized by the Company. I understand that either the Company or I can terminate my employment, with or without cause and with or without notice, at any time. I also understand that the Company can change the position to which the Company assigns me at any time. I also understand that no Company representative (with the exception of a corporate officer, in writing) has any authority to enter into any agreement or to make any promise that is contrary to the foregoing. Anything said or implied to the contrary is not binding upon the Company.

This application will remain active for no more than six months.

Date

Applicant's Signature

Receipt Confirmation for your Application and/or Resume.

Thank you for submitting your resume and/or application to Standard Textile Co., Inc.

If your background and experience should match our needs, we will contact you to schedule an interview. If an appropriate match is not available at this time, we will place your application/resume in our files to be reviewed as other opportunities become available. Over the next six months if we do not contact you to schedule an interview, please accept our best wishes for your continued success.

Since Standard Textile Co., Inc. is a government contractor and an equal opportunity employer, we are required to maintain information concerning the race and sex of our applicants. Please take a few minutes and complete the information below and e-mail it back to hr@standardtextile.com. You can also mail this form Attention: Human Resources, One Knollcrest Drive, Cincinnati, Ohio 45237.

This form is optional to complete and will have no adverse impact on your candidacy.

Thank you in advance for your cooperation. We are delighted that you are considering Standard Textile Co., Inc. as a potential employer and we thank you for taking the time to respond to this request.

Human Resources Department

Applicant Self Identification Form

1. Candidate Information

Standard Textile Co., Inc. is a government contractor and an equal opportunity employer. Applicants are considered for employment, and treated during employment, without discrimination based on age, race, religion, color, sex (including pregnancy), genetic information, national origin, disability or any other characteristic protected by federal, state, or local law. The Company takes affirmative action to employ and advance in employment qualified women, minorities, veterans, and disabled individuals. As a government contractor, the Company is required to maintain information concerning the sex, ethnicity, race, and veteran status of applicants.

For these reasons, you are invited to volunteer the information requested below. This information will be kept in a confidential file separate from your application for employment. Failure to provide this information will not jeopardize or adversely affect your consideration for employment. If you wish to be identified please sign below.

2. Statistical Information

Ethnicity

Hispanic/Latino A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.

Not Hispanic/Latino

Sex

Male

Female

Race

White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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 original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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

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

Two or More Races (Not Hispanic or Latino) All persons who identify with more than one of the above races, excluding those who identify themselves as Hispanic or Latino.

Job Classification

Please write the title of the position for which you are applying in the box above. If unknown, please list your current or most recent job title.

Veteran Status

Veteran

Vietnam Era Veteran

Newly Separated Veteran (within three years)

Date

Applicant's Name (Please Print)

Applicant's Signature

3. Non-Participation

I have read the above statement, and I have chosen not to complete this form.

Please check box if applicable.