



# EMPLOYMENT BACKGROUND

Please fill out this page completely listing current or most recent employer first. The "description of duties" sections may be omitted only if an up-to-date resume is attached. You may use extra sheets to provide additional information if necessary.

|   |                             |                       |                          |    |             |      |
|---|-----------------------------|-----------------------|--------------------------|----|-------------|------|
| Company Name (current or last)  | Address                     | Telephone             | DATES (EMPLOYED MO./YR.) |    | BASE SALARY |      |
|   |                             |                       | From                     | To | Start       | Last |
| Job Title   | Supervisor's Name and Title | Supervisors Telephone | Reason for Leaving       |    |             |      |
| Description of Duties   |                             |                       |                          |    |             |      |
| If still employed, may we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO |                             |                       |                          |    |             |      |

|                                |                             |                       |                          |    |             |      |
|--------------------------------|-----------------------------|-----------------------|--------------------------|----|-------------|------|
| Company Name (current or last) | Address                     | Telephone             | DATES (EMPLOYED MO./YR.) |    | BASE SALARY |      |
|                                |                             |                       | From                     | To | Start       | Last |
| Job Title                      | Supervisor's Name and Title | Supervisors Telephone | Reason for Leaving       |    |             |      |
| Description of Duties          |                             |                       |                          |    |             |      |

|                                |                             |                       |                          |    |             |      |
|--------------------------------|-----------------------------|-----------------------|--------------------------|----|-------------|------|
| Company Name (current or last) | Address                     | Telephone             | DATES (EMPLOYED MO./YR.) |    | BASE SALARY |      |
|                                |                             |                       | From                     | To | Start       | Last |
| Job Title                      | Supervisor's Name and Title | Supervisors Telephone | Reason for Leaving       |    |             |      |
| Description of Duties          |                             |                       |                          |    |             |      |

|                                |                             |                       |                          |    |             |      |
|--------------------------------|-----------------------------|-----------------------|--------------------------|----|-------------|------|
| Company Name (current or last) | Address                     | Telephone             | DATES (EMPLOYED MO./YR.) |    | BASE SALARY |      |
|                                |                             |                       | From                     | To | Start       | Last |
| Job Title                      | Supervisor's Name and Title | Supervisors Telephone | Reason for Leaving       |    |             |      |
| Description of Duties          |                             |                       |                          |    |             |      |

|                                |                             |                       |                          |    |             |      |
|--------------------------------|-----------------------------|-----------------------|--------------------------|----|-------------|------|
| Company Name (current or last) | Address                     | Telephone             | DATES (EMPLOYED MO./YR.) |    | BASE SALARY |      |
|                                |                             |                       | From                     | To | Start       | Last |
| Job Title                      | Supervisor's Name and Title | Supervisors Telephone | Reason for Leaving       |    |             |      |
| Description of Duties          |                             |                       |                          |    |             |      |

|                                |                             |                       |                          |    |             |      |
|--------------------------------|-----------------------------|-----------------------|--------------------------|----|-------------|------|
| Company Name (current or last) | Address                     | Telephone             | DATES (EMPLOYED MO./YR.) |    | BASE SALARY |      |
|                                |                             |                       | From                     | To | Start       | Last |
| Job Title                      | Supervisor's Name and Title | Supervisors Telephone | Reason for Leaving       |    |             |      |
| Description of Duties          |                             |                       |                          |    |             |      |

## ACHIEVEMENTS AND ACTIVITIES (Optional)

List Patents, publications, scientific or academic awards, professional memberships, hobbies, languages, or other relevant information.

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## APPLICANT STATEMENT FOR USE IN EMPLOYMENT APPLICATION

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from Stuller's service if I have been employed.

I give Stuller the right to investigate all references and to secure additional information about me as to my general reputation, personal characteristics, and any other information which may be applicable. I agree to release Stuller and all persons or organizations from all claims and liabilities arising from such investigation or the supplying of information for such investigations.

It is understood and agreed upon that any employee handbook which I may receive will not constitute an employment contract, but will be a gratuitous statement of general practices and procedures.

I am in agreement with Stuller policy of equal opportunity in all phases of employment without regard to race, religion, national origin, sex, age, marital or parental status, veteran's status, and any physical or mental disability included under the rules and regulations of the ADA, which has no bearing on an individual's ability and qualifications to perform the work assigned, or because of an individual's need for a reasonable accommodation required by the ADA.

I understand just as I am free to resign at any time, Stuller reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Stuller has the authority to make assurances to the contrary.

If hired, I will be required to submit proof of U.S. citizenship or the legal right to permanently remain in the U.S.

I understand that the possession and/or use of alcohol, illegal drugs and non-prescribed controlled medications or dangerous substances, firearms or stolen property is prohibited on any work location of Stuller and its subsidiaries, and that violation of this policy may result in disciplinary action up to and including immediate termination.

If I am involved in an accident on Stuller property resulting in injury to an employee, property damage, or financial loss, I give my consent to a mandatory urinalysis/blood test as required under company policy. Any employee who, as a result of testing, is found to have any identifiable traces of a prohibited drug or substance in their system, will be considered in violation of company policy and will be subject to disciplinary action up to and including termination.

I understand that all work areas are subject to electronic monitoring and unannounced searches for security reasons.

I hereby give my consent to Stuller, Inc. and its subsidiaries or its authorized representative to search my person and personal effects, to submit to a drug and alcohol screen, or to submit to blood, urine or hair samples for testing for determining compliance with this policy.

I will regard and preserve as confidential and will not divulge to unauthorized persons, or use for unauthorized purpose, either during or after the term of my employment, any information, matter, or thing of a then secret, confidential, or private nature connected with the business of the company, without written consent of an officer of the company.

I agree to comply with Stuller's safety, security, and work rules.

I HAVE READ AND UNDERSTAND THE FOREGOING STATEMENTS AND ACCEPT THE SAME AS CONDITIONS OF EMPLOYMENT.

Print Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE READ CAREFULLY**

Due to the nature of our business, SECURITY procedures are very stringent here. The following is a list of regulations applicable to ALL Stuller employees and visitors.

A Drug Test and Credit Bureau Report is required before and during employment with Stuller.

No one is allowed out of the plant building during working hours until quitting time. You may bring a lunch in with you, purchase something from the vending machines, order out, or order lunches on our payroll deduction plan.

All persons are subject to a metal detection search each time the plant building is exited.

There are no windows in the plant building.

All references submitted will be thoroughly researched.

Personal phone calls are allowed only during breaks and lunch periods.

No personal visitors are allowed in the plant.

This is a "No Smoking" company in most areas.

I have read and understand \_\_\_\_\_

Signature of Applicant

**Please write a brief paragraph explaining why you would like to work for Stuller.**

Blank area for writing a paragraph explaining why you would like to work for Stuller.

# **BACKGROUND VERIFICATION** **DISCLOSURE AND RELEASE AUTHORIZATION**

## **Consumer Report &/or Investigative Report**

The Fair Credit Reporting Act is a federal law that regulates all background searches from a third party consumer reporting agency, such as a criminal history search or motor vehicle report, *not just credit reports*.

I. In connection with my application for employment, I understand that a consumer report &/or an investigative report may be procured on me as part of the employment process. This report may include information as to my character, general reputation, personal characteristics, work habits, performance and experience, along with reasons for termination of past employment. Further, I understand that, as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my driving record, court records, education, credentials, credit, workers' compensation injuries and references. Upon employment, and during my tenure with said company, I understand that these same requests, consistent with my current job description or future position, may be required to determine my suitability for continued employment, or part of a future move or promotion, within the company or company subsidiaries.

I understand that I have the right to request, in writing, within a reasonable time, that the consumer reporting agency make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to me within 5 days of the date on which the consumer reporting agency receives the request or within 5 days of the time the report was first requested, whichever is later.

II. Medical and workers' compensation information will only be requested in compliance with the federal Americans with Disabilities Act (ADA) and/or any other applicable state laws.

III. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

IV. Minnesota, California and Oklahoma individuals only: if you want a copy of the report(s) ordered, check this box [  ]. The report(s) will be sent by The Facet Group to the address you list below, except pre-employment Credit Reports &/or Social Security/Name Trace reports, which will be mailed to you directly from TransUnion, LLC.

V. I acknowledge that a telephonic facsimile (fax) or photographic copy shall be as binding as the original.

**I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by The Facet Group, or its agent, to furnish the information described in section I.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **APPLICANT: Please print**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

D.O.B.: \_\_\_\_\_

### **EMPLOYER: Complete this information**

Company Name: \_\_\_\_\_

Dept / Site: \_\_\_\_\_

#### **Employer:**

Give copy to applicant / employee, along with Summary of Rights. Retain copy for your records.

# *Stuller, Inc.*

## *Applicant EEO Information*

It is the policy of Stuller, Inc. to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability. Various agencies of the government require employers to invite applicants to identify themselves as indicated below.

***Completion of this form is voluntary and in no way affects the decision regarding your application for employment. This form is confidential and will be maintained separately from your application form.***

(PLEASE PRINT)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Position(s) Applied for: \_\_\_\_\_

**What is your sex?** \_\_\_\_\_ Male \_\_\_\_\_ Female

### **What is your race/ethnic origin?**

- Hispanic or Latino**  
*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.*
- White (Not Hispanic or Latino)**  
*A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.*
- Black or African American (Not Hispanic or Latino)**  
*A person having origins in any of the Black racial groups of Africa.*
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**  
*A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*
- Asian (Not Hispanic or Latino)**  
*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 (Not Hispanic or Latino)**  
*A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain 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.