

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name: _____ Social Security Number: XXX-XX-____ _
Last First Middle

Any other name you have used in connection with employment, education, US Military Service, or any criminal conviction or pending felony charge: _____

Present address: _____
Street Apt. City State Zip

Permanent address: _____
Street Apt. City State Zip

Home Phone: () _____ Cell phone: () _____

E-mail address: _____ Are you 18 years or older? Yes No

In case of emergency notify: _____

Describe any U. S. Military Service (Branch, Rank, Nature and Date of Discharge): _____

Are you presently in the National Guard or Reserve? Yes No If yes, identify unit and any service obligations: _____

Have you ever been convicted of a crime or are you presently charged with a felony? Yes No

If yes, where and when? Explain the circumstances: _____

Do you agree to release all of your background information inclusive of criminal records? Yes No

Do you agree to take a drug test? Yes No

GENERAL

Are you currently employed? Yes No If yes, may we contact your present employer? Yes No

How were you referred to us? _____

Have you ever worked for this Company before? _____ Where? _____ When? _____

Do you have any relative employed by this Company? _____ Who? _____

Do you have any activities, commitments or responsibilities (for example, school, other employment, etc.) which might, in any way, interfere with your ability to work full time, including overtime, in the position for which you are applying? _____

EDUCATION – circle the most recently completed

	School & location	Subjects Studied	# of yrs attended	Did you graduate?
High School				
College				
Trade, Business, or Correspondence school				
Special Study or Research Work				
What Languages do you speak?				

EMPLOYMENT HISTORY

Dates		Company Name, Address and Telephone Number	Job Title & Duties
From	To		
		Supervisor (Name & Title)	
Reason for Leaving:			Salary:
			Start Finish
Dates		Company Name, Address and Telephone Number	Job Title & Duties
From	To		
		Supervisor (Name & Title)	
Reason for Leaving:			Salary:
			Start Finish
Dates		Company Name, Address and Telephone Number	Job Title & Duties
From	To		
		Supervisor (Name & Title)	
Reason for Leaving:			Salary:
			Start Finish

Describe fully the nature of the work in your present (or most recent) job: _____

Which of your jobs did you like best? _____

Why? _____

What special skills or knowledge do you have which will aid you in qualifying for employment? (Include tools and machines):

REFERENCES	(supply the names of three people, not related to you, whom you have known for at least one year and are familiar with your career achievements)
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Name	Business	Address	Phone	Yrs acquainted
1				
2				
3				
4				

TPS does not discriminate against any applicant for employment with regards to any individual's race, color, religion, age, sex (including pregnancy), marital status, disability, genetic information, veteran status, or national origin. Actions include, but are not limited to: All employment, hiring, promotion, demotion, termination, layoff or return, recruitment advertising, rates of pay, benefits and training.

APPLICANT HEALTH INFORMATION

Do you have any physical limitations, handicaps, health problems that require special consideration? Yes No

If Yes, explain _____

Have you had a physical exam in the last 5 years? Yes No If Yes, year of exam _____

Reason for exam: _____

Have you received workers' compensation for any injuries during the past 10 years? Yes No

If so, explain the injuries: _____

Health Insurance Marketplace

I have received the information regarding my Health Insurance Marketplace Coverage Options.

Zero Tolerance Policy and Standards of Conduct

TPS, Inc. has a Zero Tolerance Policy for threats, intimidation, harassment, acts of violence, use, abuse, and distribution of illegal substances, and of alcohol on the job site.

Zero Tolerance Policy means that any violation will constitute immediate discharge from the work site and from TPS, Inc.

I acknowledge receipt of the TPS Standard of Conduct and Zero Tolerance Policy, and I also understand their meanings.

Also, I agree to drug testing if required by the Company or its Clients pursuant to Job Start and/or Job Reassignment. I understand that if a positive drug test may result, it will constitute immediate discharge or in-eligibility for hire or placement. Furthermore I understand that a **positive** outcome of the examination will result in my financial responsibility covering the total cost for the drug test. I have the right to request a re-test at my expense at a licensed laboratory when I have an initial positive drug test. I consent to the above and I have been made aware of my financial responsibility as evidence by my signature below.

I certify that the facts contained in this application are true and completed to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above including all information concerning my previous employment and any pertinent information that may have been supplied, both personal and otherwise. I release all parties from all liability for any damage that may result from furnishing same.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice regardless of the date of payment of my wages and salary.

I also acknowledge receipt of the information regarding my Health Insurance Marketplace Coverage Options.

I understand and agree that this employment application, by itself or together with other company documents or policy statements, does not create a contract of employment.

Acknowledgement

Applicant Name (print)

Applicant Signature

Date

211 West Superior St Wayland MI 49348

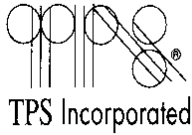
Phone (269) 792-1379

Fax (269) 792-1383

www.tpsincorporated.com

Technical Application

Rev: 10/15/2013



APPLICANT PERSONAL QUESTIONNAIRE (Answering is optional)

Applicant's Name: _____ Date: _____

Who recommended that you apply for a position here? _____

What type of positions are you applying for? _____

Salary requirements: _____ Date available to start to work? _____

Would you be willing to relocate? _____ If so, Geographic preference? _____

Are you bondable? _____ Do you have any restrictions to working overtime? _____

In your field, which tasks do you like:
Best? _____

Least? _____

What kinds of work are you now fairly confident you can do satisfactorily? _____

What kinds of work would you like to try doing if you had an opportunity? _____

In your field what do you feel are your strengths? _____

Your weaknesses? _____

If you could choose any company, what company would you most like to work for? _____

Why? _____

If you were financially free and able to choose without restrictions, what kind of work would you like to prepare for? _____

Do you wish to start in business for yourself? _____ If Yes, what type of business? _____

What kind of work would you like to do as time passes? _____

What is the top salary you would hope to make? _____

What other factors are related to economic and vocational status? _____



TPS Standards of Conduct

TPS is your employer. As a TPS employee, you are expected to conduct yourself in a professional manner as is accustomed in the industry.

To provide a safe and orderly working environment, standards of conduct have been established. Committing any of the following is a direct violation of those standards and may result in disciplinary action up to and including termination as well as legal action where necessary.

- Falsification of records
- Using another's credential or pass, permitting another to use your credential or pass or to assist another in unauthorized entry to TPS or customer property
- Reporting late for work
- Repeated failure to record your start or finish time
- Recording hours, start or finish time, for another employee
- Failure to report for work for scheduled overtime
- Taking unauthorized leave from your department or the plant during working hours
- Absence without reasonable cause
- Excessive absenteeism
- Wasting time or loitering on TPS or customer property during working hours.
- Stopping work or making preparation to leave work (such as washing up or changing clothes), before the designated lunch period or quitting time
- Smoking in unauthorized areas
- Possession of weapons (any object used to cause physical harm) on TPS or customer premises.
- Possession or drinking of any alcoholic beverage on TPS or customer property at any time.
- Non-prescribed use, possession, distribution, sale or offering for sale, of any drug on TPS or customer property.
- Reporting for work under the influence of any drug, prescribed or non-prescribed, that alters the normal state of being.
- Refusal to follow work directives given by a superior
- Refusal to complete assignment given by a superior
- Unauthorized operation of machines, tools or equipment
- Careless workmanship
- Sabotage and/or Restriction of output
- Threatening, intimidating, coercing or interfering with employees or supervision. Unauthorized soliciting or collecting contributions for any purpose whatsoever during working hours.
- Unauthorized distribution of any literature on TPS or customer property.
- Unauthorized posting or removal of notices, signs, or bulletin boards on TPS or customer property.
- Unauthorized removal of employee lists, blueprints, company records, or confidential information of any nature from TPS or customer property.
- Gambling, lottery or any other game of chance on TPS or customer property.
- Abuse, misuse or destruction in any manner of TPS or customer property, including the property of fellow employees
- Littering or contributing to poor housekeeping, unsanitary, or unsafe conditions, on company property.
- The making or publishing of false, vicious or malicious statements concerning any employee, supervisor, TPS, its customer, or its products
- Abusive or harassing language to any employee or supervisor
- Fighting on the premises.
- Theft or misappropriation of employee, TPS or customer property.
- Disregard for safety rules or common safety practices.

****This list is not an all inclusive list and other violations to the standards of conduct may be added or amended at the discretion of TPS or its customers.**