



EMPLOYMENT APPLICATION

Applicants are considered for all positions without regard to race, creed, color, religion, sex, sexual orientation, national origin, age, pregnancy, veteran or marital status, disability, genetic information or any other legally-protected classification. Known physical or mental disabilities will be reasonably accommodated subject to causing Ohio Crankshaft an undue hardship.

(Please print responses clearly)

GENERAL INFORMATION

Date: _____

First Name _____ Middle _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Home phone number _____ Cell Phone _____ Email Address _____

If you have worked under another name(s), please list: _____

Are you 18 years of age or older? ☐ Yes ☐ No Position you are applying for? _____

Were you previously employed by Ohio Crankshaft? ☐ Yes ☐ No If yes, when: _____

Are you legally authorized to work in the U.S.? ☐ Yes ☐ No

Do you have reliable transportation to work? ☐ Yes ☐ No

IF REQUIRED FOR JOB YOU ARE APPLYING FOR:

Do you have a valid driver's license? ☐ Yes ☐ No Driver's License No. _____ State _____

AVAILABILITY: Full-Time _____ Part-Time _____

Can you work overtime? ☐ Yes ☐ No Can you work evenings and weekends? ☐ Yes ☐ No

Date you can start work: _____ Do you have relatives employed with our company? ☐ Yes ☐ No

Referred by: Agency _____ Newspaper _____ Employee _____ Other _____

Are you currently using illegal drugs? ☐ Yes ☐ No

OPTIONAL:

Have you served in the U.S. Military? ☐ Yes ☐ No

List Branch of Military Service: _____

OHIO CRANKSHAFT

This information will not be a bar to employment. The Company will consider relevant factors like the nature and seriousness of the crime, when it occurred and the job you are seeking in making any employment decision:

Have you ever been convicted of, pled no contest to or pled guilty to a crime (excluding minor traffic violations and matters expunged or sealed?) ____ Yes ____ No

If yes, describe in full (use reverse side of this application if you need more space)

EDUCATION

School	Name	Years Completed	Major	Degree Obtained
High School		1 2 3 4		
College		1 2 3 4		
Graduate School		1 2 3 4		
Other				

Are you currently attending school? ____ Yes ____ No What courses are you taking? _____

Do you have any special experience, interest, or skills which qualify you for this job? _____



EMPLOYMENT HISTORY

Please fill in all information starting with your most recent employer (use the reverse side of this application if you need more space)

Company: _____ Address: _____

Phone: _____ Type of Business: _____

Job: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary _____ Reason for leaving _____

Company: _____ Address: _____

Phone: _____ Type of Business: _____

Job: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary _____ Reason for leaving _____

Company: _____ Address: _____

Phone: _____ Type of Business: _____

Job: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary _____ Reason for leaving _____

Summarize periods of unemployment not accounted for above: _____

REFERENCES

List 3 character, professionals or business references (not relatives) who you have known for at least 5 years.

NAME	PHONE	HOW KNOWN

Are you currently employed? ____ Yes ____ No May we contact your current employer? ____ Yes ____ No

Are you on a layoff and subject to recall? ____ Yes ____ No

If yes, where: _____

Signature of Applicant: _____

Print Name: _____ Date: _____



APPLICANT'S STATEMENT:

I certify that answers made on this Employee Application are true and complete and understand and agree that any misrepresentation or omission on my application or related papers or made during any oral interviews may result in refusal of employment or shall be grounds for immediate dismissal regardless of when such misrepresentation or omission is discovered.

Ohio Crankshaft may make an investigation of my history to develop and contact references, and may verify all data given in my application for employment, related papers or oral interviews. I allow such investigation and release from liability Ohio Crankshaft and/or any person or company giving or refusing such information and any company and individual conducting or assisting in the conducting of an investigation or the like.

I understand and agree that this Employee Application is not, and is not intended to be, a contract of employment, and that, if hired, my employment is at will, which means my employment can be terminated either by the Company or me with or without notice for any reason not contrary to law. No supervisor or manager has the authority to modify the at-will arrangement except an authorized officer of the Company. If employed by Ohio Crankshaft I agree to undergo a pre-employment drug and alcohol test. I also understand and agree that I will abide by Ohio Crankshaft's Drug and Alcohol policies and procedures.

If separated from employment with Ohio Crankshaft for any reason, I authorize the Company to furnish any information to employment references and release from liability the Company and/or any person giving or receiving any such information.

In the event of my personal indebtedness to the Company, I authorize the Company to withhold from my wages such amounts as permitted by law to satisfy my obligation to the Company.

I further understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that this Employee Application is active for 90 days and if I want to be considered after that time, I must fill out another application.

I have read, understand and agree to the above.

Signature _____

Date ____/____/____

NOTICE TO APPLICANT AND EMPLOYEES

Screening tests for alcohol and illegal drug abuse may be required post-offer and at any time during your employment. And, if offered employment by the Company, you may be required to undergo a medical examination when job-related and consistent with business needs.



AUTHORIZATION TO RELEASE INFORMATION

I, _____, having made application with Ohio Crankshaft, and desiring that the Company be informed of my personal records pertinent to their investigation, hereby authorize the Company's agents, and any other individual and/or firm, to investigate all records which may be of interest to them. This authorization includes, but is not limited to, references provided and developed and school, employment, motor vehicle, criminal and court records, whether privileged or not. This authorization to furnish information is executed in consideration of my possible employment with Ohio Crankshaft and shall serve as a release of all liability to all parties furnishing such information to the Company's authorized agents and the Company, their agents, employees and shareholders. I also understand that information from these reports will not be used in violation of any federal or state equal opportunity law or regulation. A photocopy of this release shall be considered as effective and binding as the original hand-executed copy.

Signature of Applicant

Print Full Name

Addresses for the last 10 years (include county)

Driver's License #, State, County

Date



**Notification and Authorization
for Release of Consumer Report**

In connection with my application for employment, and/or employment with this company, **I understand and am hereby notified by this document that Ohio Crankshaft is authorized to request a consumer report from a consumer reporting agency for evaluation of me for employment** (i.e., employment, promotion, reassignment, or retention as an employee). I understand that these consumer reports may contain information from public records, including written, oral, or other communications, bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which may or may not be used as a factor for employment purposes. I further understand that inquiries may include, but are not limited to, criminal convictions, motor vehicle records, education and previous employment verification. Information from the report(s) will not be used in violation of any federal or state equal opportunity law or regulation.

In addition, I understand that Ohio Crankshaft may request information from various federal, state, and other agencies which maintain records concerning my past activities and history.

I authorize without reservation any party or agency contacted by this employer to furnish the above-mentioned information.

I further authorize ongoing procurement of the above-mentioned reports at any time, either during the time my application for employment is being considered or throughout the duration of my employment in the event I am hired.

Print your Name: _____

Signature: _____

Date: _____