



EMPLOYMENT APPLICATION

Reasonable accommodations under the ADA are considered for applicants who request them. ACS is an Equal Opportunity employer who gives all applicants equal consideration for employment without regard to race / ethnicity, color, religion, gender, ancestry, national origin, age, sexual orientation, marital status, disability or Veteran status.

PRODUCTION JOBS REQUIRE APPLICANTS TO START ANY SHIFT / BE WILLING TO TRANSFER TO ANY SHIFT

LIST THE ACS JOBS THAT YOU ARE QUALIFIED TO APPLY FOR:			
WHERE DID YOU LEARN ABOUT ACS JOBS? <input type="checkbox"/> Current Employee <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Internet <input type="checkbox"/> Workforce			
APPLICANT INFORMATION			
TODAY'S DATE:		DATE YOU CAN START WORK:	
SALARY / WAGE DESIRED:			
Last Name		First Name	Middle Initial/Name
Street Address		Apartment/Unit #	City State Zip Code
Primary		Cell Phone	Email address
EDUCATION			
High School		City and State	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>
			If NO, did you get a General Education Diploma (GED)?
College		City and State	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>
			Degree/Certificate
Trade School /Other College		City and State	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>
			Degree/Certificate
MILITARY SERVICE			
Branch		From To	
Rank at Discharge		Type of Discharge	
If other than Honorable, please explain:			
SUPPLEMENTARY QUESTIONS			
List any language(s) SPOKEN other than English:		Check your skill level: SPOKEN Basic <input type="checkbox"/> Moderate <input type="checkbox"/> Fluent <input type="checkbox"/>	
		WRITTEN Basic <input type="checkbox"/> Moderate <input type="checkbox"/> Fluent <input type="checkbox"/>	
Have you ever worked for ACS Manufacturing before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If YES, when?
Are you related by blood or marriage to a current employee of ACS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If YES, list name(s):
Do you know anyone who works for ACS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If YES, list name(s):
Are you at least 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you have reliable transportation to and from work? YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you legally eligible to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you willing to start on any shift?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you willing to work Saturday or Sunday if needed? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked the Night Shift?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever worked in manufacturing before? YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you willing to work overtime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If YES, list how many hours over 40 in a seven day week _____
Why should ACS Manufacturing, Inc. hire you? (Please print clearly)			

START WITH THE MOST RECENT EMPLOYMENT

PREVIOUS EMPLOYMENT (LIST TEN YEARS OF PAST EMPLOYMENT ATTACH ADDITIONAL SHEETS IF NECESSARY)			
1) Employer Name		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Job Duties			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
2) Employer Name		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Job Duties			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
3) Employer Name		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Job Duties			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
4) Employer Name		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Job Duties			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
REFERENCES			
FULL NAME	CITY & STATE	TELEPHONE	YEARS KNOWN

WORK SKILLS SUMMARY

Please indicate your level of experience, skills and ability in the areas below:

Computer / Software / Office Equipment

If none of these apply, place an 'x' here :

	LOW	AVERAGE	MODERATE	EXCELLENT
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Epicor ERP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD (2D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auto Desk Inventor (3D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auto Desk Vault	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clerical / Administrative

If none of these apply, place an 'x' here :

	LOW	AVERAGE	MODERATE	EXCELLENT
Receptionist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting /AR /AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filing Clerk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Rep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical

If none of these apply, place an 'x' here :

	LOW	AVERAGE	MODERATE	EXCELLENT
Knowledge of NFPA/NEC Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Low Voltage (less than 600V AC/DC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge & skills in conduit bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of hand tools & other electrician equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Installation of lighting and power devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of testing devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to read and interpret blue prints, schematics, diagrams or technical orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Welding

If none of these apply, place an 'x' here :

	LOW	AVERAGE	MODERATE	EXCELLENT
Read & Master Isometric Blueprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of basic fitting skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of advanced fitting skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plasma & Oxygen cutting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MIG welding (Hardwire/Flexcore)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TIG welding or Stick welding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operation of forklifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operations of overhead cranes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of power tools, grinders, drills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Production Technician

If none of these apply, place an 'x' here :

	LOW	AVERAGE	MODERATE	EXCELLENT
Operation of forklift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operation of overhead crane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operation of band saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using ladders of various sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of tape measure to cut insulation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of power tools including screw guns, rivet guns, drills and grinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRINT LAST NAME: _____

PRINT FIRST NAME: _____

CRIMINAL RECORD DISCLOSURE

IMPORTANT: Answering 'Yes' to this question, or providing criminal record history *does not automatically prevent you from being employed* at ACS. All applicants are expected to be honest and forthright regarding their criminal background. ACS will consider individual factors surrounding all offenses, such as age, time since offense, seriousness and nature of offense and rehabilitation. **HOWEVER, *failure to disclose criminal record information, which is later revealed on an official criminal background review, is grounds for termination if discovered after you are employed.***

Are you currently, or have you ever been, party to any misdemeanor or felony criminal matter in which you were charged, convicted, served probation, participated in deferred adjudication, made restitution or participated in any pre-trial program to avoid prosecution? This question does not include charges for minor traffic safety or parking violations for which no arrest was made. NO YES If YES, please list the date(s) and describe the criminal record so that your individual circumstances may be considered:

APPLICANT ACKNOWLEDGEMENT STATEMENT

I affirm that the information I have provided to ACS Manufacturing, Inc. (ACS) in this application, and in any supporting documents, is true and complete to the best of my knowledge. I understand that falsified information or willful or significant omissions may disqualify me from further consideration for employment and may be considered justification for discharge if discovered after I am employed.

I authorize any persons, employers, schools or other agencies that I have listed in this application, or on the accompanying resume, to provide ACS with information relevant to employment including work habits, actions and performance that may be required to make a decision regarding employment. I further release those persons from any liability or damages whatsoever regarding the use of such information provided.

I understand that federal law prohibits the employment so persons not legally authorized to work in the U.S.A. All individuals hired must submit proof of employment authorization and identity and failure to do so may result in denial of employment.

I understand that any offer of employment is contingent upon successful completion of the Pre-Employment Screening process which includes drug/alcohol testing, criminal background review and may also include a Motor Vehicle Record check. I hereby give my voluntary consent for a urine, hair and/or blood sample to be collected from me and submitted for testing. I understand that, if I do not successfully complete this process, to the satisfaction of ACS, any contingent offer of employment will be rescinded. I further understand that, if employed, I may be subject to drug testing under conditions of random, reasonable suspicion, at-work-accident or absence of more than 30 days.

I understand that duty assignments, shift assignments and work schedules may change based on the needs of ACS. I understand that if I am hired I may be requested to work in different shifts, departments, offices or areas. I understand that ACS provides worker compensation insurance coverage for its employees, and agree that, in the event of a workplace injury or illness, my sole remedy lies in the limits of coverage of this policy.

I understand that some departments of ACS may have handbooks or policies that describe additional obligations, terms and conditions of employment. Upon hire, I agree to familiarize myself with any such documents and agree to abide thereby if applicable to my job.

I understand that should I become employed with ACS, my employment is for no definite period of time and is terminable at will by ACS or myself at any time with or without cause. This does not in any way constitute continued employment and should not be construed as a contract between employer and employee for employment for a defined period of time. If my employment is terminated at any time I understand that ACS is liable only for wages or salary earned as of the date of termination.

I confirm that I have read the entire contents of this employment application and that I have been given an opportunity to ask questions regarding any part I did not fully understand. I understand that the acceptance of this application by ACS neither expresses nor implies that I will be offered employment.

Applicant Signature: _____

Date: _____