

Sunstar Engineering Americas

85 S. Pioneer Blvd; Springboro, OH 45066

EMPLOYMENT APPLICATION

Sunstar Engineering Americas, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, ancestry, age, sex, marital status, sexual orientation, national origin, disability or handicap, veteran status, or any other classifications protected by federal, state or local laws.

NOTE: All information is subject to verification by Sunstar Engineering Americas, Inc.

PERSONAL INFORMATION

Name _____ Date _____
Last First Middle

(Please list address for past three years)

Address _____
Number & Address City State Zip

Address _____
Number & Address City State Zip

Phone Number _____ SSN _____

Position Sought _____ Full Time _____ Part Time _____

Date Available _____ Salary Desired _____ Are you 18 yrs older? Yes _____ No _____

Are you legally authorized for employment in the United States? Yes _____ No _____
(If offered employment, you will be required to provide documentation to verify eligibility)

Have you been convicted of a felony within the last 7 years? Yes _____ No _____

If yes, please explain _____
(You are not obligated to disclose sealed or expunged record of convictions or arrests. A conviction will not necessarily result in the denial of employment)

Have you ever worked for this company before? Yes _____ No _____

If yes, where and when? _____ What was your job title _____

Do you have any relatives or friends who work for this company? Yes _____ No _____

If yes, please list their name and describe nature of relationship _____

Do you belong to any professional, trade, business, or civic organization that are relevant to the position you are applying for? Yes _____ No _____

If yes, please list _____
(Omit organizations which reflects your race, color, religion, ancestry, age, sex, marital status, sexual orientation, national origin, disability or handicap or veteran status)

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

EDUCATION:

	Name & Location of School	Course of Study	No. of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? Yes ___ No ___ If yes, please describe:

List academic honors, extracurricular activities, offices held, etc. in high school or college:
(Omit any, which reflects your race, color, religion, ancestry, age, sex, marital status, sexual orientation, national origin, disability or handicap, or veteran status.)

EMPLOYMENT HISTORY:

All Warehouse Driver applicants: you must provide employment history for the preceding 10 years (use a separate sheet of paper if necessary) and must give complete address, phone number and contact person for all previous employers

Employer _____ From _____ To _____
 Mo/Yr Mo/Yr

Address _____ Phone No. _____

Position _____ Salary _____ Supervisor _____ Dept _____

Duties _____ FT ___ PT ___ No. of Hrs _____

Reason for Leaving _____

Employer _____ From _____ To _____
Mo/Yr Mo/Yr
Address _____ Phone No. _____
Position _____ Salary _____ Supervisor _____ Dept _____
Duties _____ FT ___ PT ___ No. of Hrs _____
Reason for Leaving _____

Employer _____ From _____ To _____
Mo/Yr Mo/Yr
Address _____ Phone No. _____
Position _____ Salary _____ Supervisor _____ Dept _____
Duties _____ FT ___ PT ___ No. of Hrs _____
Reason for Leaving _____

Employer _____ From _____ To _____
Mo/Yr Mo/Yr
Address _____ Phone No. _____
Position _____ Salary _____ Supervisor _____ Dept _____
Duties _____ FT ___ PT ___ No. of Hrs _____
Reason for Leaving _____

Employer _____ From _____ To _____
Mo/Yr Mo/Yr
Address _____ Phone No. _____
Position _____ Salary _____ Supervisor _____ Dept _____
Duties _____ FT ___ PT ___ No. of Hrs _____
Reason for Leaving _____

PROFESSIONAL REFERENCES:

Do not include relatives or friends. At least one reference must be from your former employer.

Name _____ Occupation _____

Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

Name _____ Occupation _____

Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

Name _____ Occupation _____

Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

APPLICANT’S CERTIFICATION AND AGREEMENT:

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and I understand that I am not obligated to disclose sealed or expunged records of any convictions or arrests. I hereby authorize Sunstar Engineering Americas, Inc. to verify the accuracy of the facts herein and to obtain information concerning my workers’ compensation claims, criminal history, motor vehicle history, earnings history, credit history as well as health, character and employment records. If I am a CDL Driver I also understand a request will be made regarding my alcohol and drug record with former employers for the previous three years. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. Under the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from a consumer reporting agency. I will be so advised and be given the name of the agency or source of information.

I understand that false statements of any kind or omitting information required in this application shall be considered sufficient basis for dismissal at any time. I also agree that Sunstar Engineering Americas, Inc. would not have offered me employment if it knew of the undisclosed information.

I understand and agree that if offered employment with Sunstar Engineering Americas, Inc., such employment may be conditioned on consenting to and passing an alcohol and/or drug test as well as a post-offer medical examination. I authorize any physician, hospital, laboratory or collection site to release to Sunstar Engineering Americas, Inc. results of any test or examination or other information which may be necessary to determine my ability to perform the duties of a job for which I am being considered, prior to employment.

I agree that I will fully follow the policies, rules and regulations of Sunstar Engineering Americas, Inc.. However, I further understand that the policies, rules and regulations as well as anything said during the interview process do not constitute an actual or implied contract of employment and do not create any contractual commitments or vested rights. I understand that any employment with Sunstar Engineering Americas, Inc. is at will and that I can be terminated or I can leave Sunstar Engineering Americas, Inc., at any time, with or without notice or cause.

By signing below, this certifies this application was completed by me on this date.

Signature of Applicant _____

Date: _____

Disclosure to Employment Applicant Regarding Procurement of a Consumer Report

In connection with your application for employment, Sunstar Engineering Americas, Inc. may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigation report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within five (5) days of the date on which we receive the request from you or within five (5) days of the date on which we receive the request from you or within five (5) days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize Sunstar Engineering Americas, Inc. to obtain a consumer report and/or an investigative report about you in order to consider you for employment.

Applicant's Name: _____
(Please Print)

Applicant's Address: _____
(Please Print)

(Please Print)

City/State/Zip: _____
(Please Print)

Signature _____

Give copy with Summary of Rights to Applicant. Retain a copy of Company files

RELEASE AUTHORIZATION
Applicant Complete the Following

- 1) In connection with my application for employment, I understand that a consumer report or an investigative consumer report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that as directed by Company policy and consistent with the job described, Sunstar Engineering Americas, Inc. may be requesting information from public and private sources about my workers' compensation injuries, driving record, court record, education, credentials, credit, and references.
- 2) 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. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by Sunstar Engineering Americas, Inc. from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source that provided the information.
- 3) I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.
- 4) Minnesota and California applicants only: If you want a copy of the report(s) ordered, check this box. The report(s) will be sent by the reporting agency to you at the address below.
- 5) I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company by SUNSTAR ENGINEERING AMERICAS, INC. or its agent, to furnish the information described in Section (1). The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above-mentioned information or reports.

Please Print Your Full Name

Please Print Other Names You Have Used

Home Address	City	State	Zip Code
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Social Security Number	Date of Birth
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The following state require sex and race to obtain information: AL, AR, FL, GA, IA, IL, IN, OR, TX, WI.

- Male Female
 Asian Black Hispanic White Other

Driver License Number	State Issuing License
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Name As It Appears On License

Signature	Today's Date
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**DRIVING RECORD FOR WAREHOUSE DRIVER APPLICANT'S ONLY
(CDL LICENSE)**

ACCIDENT RECORD FOR PAST 3 YEARS			
DATES	NATURE OF ACCIDENT (HEAD-ON, REAR ENDED, UPSET ETC)	FATALITIES	INJURIES

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (other than parking violations)			
LOCATION	DATE	CHARGE	PENALTY

EXPERIENCE AND QUALIFICATIONS - DRIVER				
DRIVERS LICENSES	STATE	LICENSE NO.	CLASS & ENDORSEMENT	EXPIRATION DATE

1. Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes_____ No_____
2. Has any license, permit or privilege ever been suspended or revoked? Yes_____ No_____

IF YOU ANSWERED YES TO EITHER 1 OR 2, ATTACH STATEMENT GIVING DETAILS