



Employment Application

Applicant Information

It is the policy of Topolymer Enterprise to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, status with regard to public assistance, status as a disabled veteran, recently separated or other covered veteran, or any other characteristic protected by federal, state, or local law. In addition, Topolymer Enterprise will provide reasonable accommodations for qualified individuals with disabilities.

Please complete the entire application. References to a resume are not acceptable – the specific information must be entered here.

Full Name: _____ Date: ____ / ____ / ____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City: _____ State: _____ Zip Code: _____

Phone: () _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____ per hour

Position Applied
for:

Have you ever worked for TPEL previously? YES NO If yes, when?

Can you perform the essential functions of the position for which you are applying? YES NO If no, please explain.
(If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question.)

If hired, can you furnish proof that you are eligible to work in the U.S.? YES NO

Are you at least eighteen (18) years of age? YES NO

If you are required to operate a Company vehicle or operate a personal vehicle while performing work-related duties, can you satisfy all requirements of your state to operate a vehicle legally? YES NO

Are you available to work: PART TIME FULL TIME

If you cannot work full time, please explain:

Have you ever been convicted of a crime other than minor traffic offense? YES NO

If yes, please explain:

Education

High School: _____ Address: _____

Did you graduate? YES NO If no, did you receive a GED?

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____ Email: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

Disclaimer and Signature

Please read the following carefully:

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Topolymer Enterprise to hire me. If I am hired it will be on "at will" basis, and I understand that either Topolymer Enterprise or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no member of management or other official or agent of Topolymer Enterprise has the authority to make any agreement (oral, written, or implied) or other representations contrary to the above.

I authorize Topolymer Enterprise to investigate all statements contained in this application. I understand that misrepresentation or omission of material facts will be cause for Topolymer Enterprise to refuse to hire me or to immediately terminate my employment.

I certify, as a condition of my employment, that all information given on this application is correct and that I will comply with all the rules and regulations of Topolymer Enterprise that are in effect now and any others that may be instituted at a later date.

By signing below, I accept and acknowledge the above.

Signed: _____ Date: _____



Employee Emergency Contact and Confidential Information

Employee Name: _____
First M.I. Last

Department: _____

Date: _____

EMERGENCY CONTACT INFORMATION:

In the event of an emergency, please contact: _____

Relationship to employee: _____

Contact's address: _____
Street City State Zip

Telephone: Home: () _____ - _____ Work: () _____ - _____
Cell: () _____ - _____

Employee Spouse's Name (if not listed above): _____

Telephone: Home: () _____ - _____ Work: () _____ - _____
Cell: () _____ - _____

Additional Emergency Contact: _____

Telephone: Home: () _____ - _____ Work: () _____ - _____
Cell: () _____ - _____

Additional Information: _____

Employee Signature: _____ Date: _____