

EMPLOYMENT APPLICATION

Return completed application to 6208 Industrial Drive, Eau Claire, WI 54701



Equal access to programs, service and employment is available to all persons. Those requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department. All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by law.
CURT Manufacturing Inc. is an EQUAL OPPORTUNITY EMPLOYER

Position(s) applied for: _____ **Date of application:** _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip

Telephone #: () _____ **Message Phone #:** () _____

Referred By: _____ **Our advertisement** _____ **Employment Agency** _____ **Friend or Relative**

Have you ever been employed here before? If yes, give dates and positions _____ **Yes** _____ **No**

Are you over 18 years of age? If NO, a work permit will be required **Yes** _____ **No**

Are you legally eligible for employment in the United States? **Yes** _____ **No**

Are you presently employed? **Yes** _____ **No**

Date available for work? _____ **What is your desired salary range? \$** _____

Type of employment desired (circle all that apply) **Full-Time** **Part-Time** **Temporary** **Seasonal** **Educational Co-Op**

Type of shift preferred _____ **1st** _____ **2nd**

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? **Yes** _____ **No**

If yes, list convictions and dates. (A conviction does not necessarily disqualify an applicant for the position being applied for)

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

EDUCATIONAL BACKGROUND

SCHOOL	NAME AND LOCATION OF SCHOOL	YEARS COMPLETED	GPA OR CLASS RANK	DIPLOMA/ DEGREE RECEIVED
HIGH SCHOOL				
TECHNICAL COLLEGE				
COLLEGE				

MILITARY SERVICE

BRANCH OF SERVICE	FROM	TO	RANK & DUTIES	DATE DISCHARGED



EMPLOYMENT HISTORY

FROM:	TO:	EMPLOYER:	TELEPHONE #: ()
STARTING JOB TITLE/FINAL TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE YES NO			
REASON FOR LEAVING:		HOURLY RATE/SALARY: START \$ PER FINAL \$ PER	

FROM:	TO:	EMPLOYER:	TELEPHONE #: ()
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MAY WE CONTACT FOR REFERENCE YES NO			
REASON FOR LEAVING:		HOURLY RATE/SALARY: START \$ PER FINAL \$ PER	

WORK REFERENCES

List name and telephone number of three work references who are *not* related to you and are *not* previous supervisors.

NAME AND JOB TITLE	TELEPHONE NUMBER	NUMBER OF YEARS KNOWN
	()	
	()	
	()	

ADDITIONAL TRAINING, SKILLS AND ACCOMPLISHMENTS



FOR DRIVING JOBS ONLY: (skip to bottom if doesn't apply)

Date of Birth: _____ Do you have a valid driver's license? Yes _____ No _____

Types of vehicles driven: _____ Years of Driving Experience: _____

Driver's License No. _____ State _____ Expir. Date: _____

Chauffeur Licence No. _____ State _____ Expir. Date: _____

Were you involved in any accidents in the last three years? Yes _____ No _____

If yes, how many and please describe with date: _____

Have you ever had your driver's license suspended, withdrawn, or denied? Yes _____ No _____

If yes, please explain: _____

Any convictions for traffic violations in the last three years? Yes _____ No _____

If yes, please explain: _____

The information on this application form is true and complete to the best of my knowledge. Should I be employed by CURT Manufacturing Inc. and misrepresentation of false statement contained herein may be considered cause for possible dismissal. CURT Manufacturing Inc. has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment or personal history and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to CURT Manufacturing Inc.

I understand this application does not constitute an employment contract of any kind. Should I be employed by CURT Manufacturing Inc., I may resign such employment at any time at my discretion with or without prior notice and CURT Manufacturing Inc. may terminate my employment at any time at their discretion with or without prior notice.

Applications and resumes are retained for six months. You will be contacted only if we have a position meeting your qualifications available within those six months.

Signature of Applicant _____ Date: _____



SPELLING

In the course of your job, you may be asked to check certain documents to be certain that they are printed correctly. Here is a test of your skills to pick out incorrectly spelled words - just circle the word that is spelled wrong...

received	received	intervue	interview
tommorow	tomorrow	incume	income
Wedensday	Wednesday	applikation	application
speeling	spelling	vialence	violence
automatik	automatic	alkohal	alcohol
February	Febuary	skeduled	scheduled
pensil	pencil	accident	aksident
realease	release	saftey	safety
answers	ansers	hasardous	hazardous
polise	police	supervisor	supervizer
nowledge	knowledge	nife	knife
employee	employe	brases	braces
office	offise	exersize	exercise
pleeze	please	werk	work
computor	computer	opearat	operate
carring	carrying	kemical	chemical
equipment	equiptment	regards	reguards
sommer	summer	machinery	machiniry
allouance	allowance	enviroment	environment
injury	ingury		
temporery	temporary	SCORE _____	



PROOFREADING

Compare the following numbers and names. If there is a difference, circle the number in front of the comparison.

Example: (21). Mr. John K. Dannely - Mr. John K. Dannelly

1. 77535791 - 7535791
2. 19458 - 19458
3. 1245 - 1254
4. 9875320 - 0875320
5. 279681 - 279681
6. 563 - 536
7. 201685 - 201865
8. 663182 - 663182
9. 111398 - 11398
10. 4078 - 4078
11. Magic Marker - Magic Market
12. Mrs. Wilda Longobucco - Mrs. Wilda Longobuccu
13. Dr. John B. Antoniadis - Dr. John R Antoniadis
14. P.L. Interlake, Inc. - P.L. Interlake inc.
15. Bailantyne - Bailantyme
16. Mr. John W. Cusseaux - Mr. John W. Cusseaux
17. Beaumont Tool and Die - Beaumont Tool and Die
18. Louise O. Oppenheim - Louis O. Oppenheim
19. Minneapolis, Minnesota - Minneapolis, Minnesota
20. John B. Masterson - John B. Mastersen

SCORE _____



*** ARITHMETIC TEST**

1) 264
 $+323$

2) $3,280$
 $\times 26$

3) 27
 38
 51
 $+74$

4) 486
 $\times 32$

5) $742 \div 8 =$ _____

6) $13 \frac{1}{2} + 2 \div 5 \frac{3}{4} =$ _____

7) 196
 -88

8) $528 \div 3 =$ _____

9) You have 10,000 parts to put on racks and each rack holds 50 parts. How many racks will you need? _____

10) Five racks go into each box. How many boxes will you need? _____

11) This table represents your time card for a week that you worked at one of our clients. Calculate the hours that you worked each day and indicate the total at the bottom of each day of the week. Assume that your lunch break is unpaid. Put the weekly totals to the right underneath the arrows.

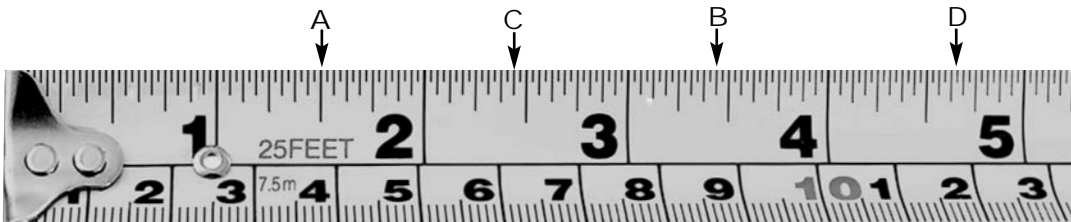
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Regular Hours	OT Hours	Total Hours
In		7:00	8:00	7:00	6:59	7:03		↓	↓	↓
Lunch		½ hr	½ hr	½ hr	½ hr	½ hr		↓	↓	↓
Out		4:30	3:30	4:00	3:45	3:30		↓	↓	↓
Total Hours										

*** TAPE MEASURE TEST**

Write in the spaces provided, the measurements of **A, B, C,** and **D** from this tape measure.

e.g. $5 \frac{1}{4}$ $5 \frac{7}{16}$

A= _____ B= _____ C= _____ D= _____





IMPORTANT

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

Initials

_____ By my signature and initials, I promise that the information provided in this employment application (and accompany resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by CURT Manufacturing or Da'Lan, Inc. if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

_____ I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to CURT Manufacturing or Da'Lan, Inc. in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

_____ I understand that, if hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with CURT Manufacturing or Da'Lan, Inc.

_____ I understand that if employed and my employment is terminated by CURT Manufacturing or Da'Lan, Inc. for dishonesty, breach of trust, or criminal acts, the authorities may be notified and I may be criminally prosecuted.

_____ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period or time, and may, regardless of the date of payment of my wages or salary, be terminated at any time. I understand that only the CEO or Owners of CURT Manufacturing or Da'Lan, Inc. is authorized to change any of the terms of employment and that any changes must be specific and in writing.

Print Name: _____

Date: _____

Signature: _____