



# APPLICATION FOR EMPLOYMENT

*Incomplete information could disqualify you from further consideration.*

Atlantic Aluminum Products Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, sexual orientation or veteran status.

## PERSONAL INFORMATION

**PLEASE PRINT**

FULL NAME	FIRST MIDDLE LAST	SOCIAL SECURITY NUMBER	
PRESENT ADDRESS	STREET, CITY, STATE, AND ZIP	HOW LONG?	HOME TELEPHONE #
PERMANENT ADDRESS	STREET, CITY, STATE, AND ZIP	HOW LONG?	ALTERNATE TELEPHONE #

ARE ANY OF YOUR RELATIVES PRESENTLY EMPLOYED WITH THE COMPANY OR ITS DIVISIONS?  YES  NO  
 IF YES, NAME OF RELATIVE: \_\_\_\_\_

HAVE YOU EVER WORKED FOR THIS COMPANY?  
 YES  NO IF YES, APPROXIMATE DATE: MO/YR. \_\_\_\_\_

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE?  
 YES  NO IF YES, APPROXIMATE DATE: MO/YR. \_\_\_\_\_

HOW WERE YOU REFERRED?  
 EMPLOYMENT OFFICE  NEWSPAPER  WALK-IN  AAP EMPLOYEE: \_\_\_\_\_  RADIO  SIGN  OTHER

## EMPLOYMENT DESIRED

POSITION DESIRED: _____	DATE YOU CAN START WORK: _____
RATE DESIRED: _____ HOURLY YEARLY	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME

ARE YOU CURRENTLY EMPLOYED?  YES  NO  
 IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

## GENERAL INFORMATION

ARE YOU 18 YEARS OF AGE OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF UNDER AGE 18, CAN YOU SUPPLY A WORK PERMIT IF REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
UPON EMPLOYMENT, CAN YOU PROVIDE AUTHENTIC DOCUMENTATION ESTABLISHING YOUR IDENTITY AND ELIGIBILITY TO BE LEGALLY EMPLOYED IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE AN OBJECTION TO TRAVELING AND/OR WORKING OVERTIME IF NECESSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU EVER BEEN CONVICTED OF A CRIME OR VIOLATION, <u>OTHER THAN</u> MINOR TRAFFIC VIOLATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. FACTORS SUCH AS JOB RELATIONS, AGE AND TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION AND REHABILITATION WILL BE TAKEN INTO ACCOUNT)</small> IF YES, PLEASE EXPLAIN: _____	
HAVE YOU EVER BEEN DISCHARGED FROM ANY EMPLOYMENT OR ASKED TO RESIGN? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN: _____	

# EMPLOYMENT HISTORY

BEGIN WITH YOUR MOST RECENT EMPLOYMENT (INCLUDING U.S. MILITARY SERVICE) AND CONTINUE WITH PAST EMPLOYMENT (ATTACH ADDITIONAL SHEET(S) IF NECESSARY):

<b>1 EMPLOYER</b>	<b>FROM</b>		<b>STARTING SALARY</b>	<b>JOB TITLE</b>	<b>REASON FOR LEAVING (Please Explain)</b>	
	MO.	YR.				
NAME OF COMPANY			\$	<b>DESCRIBE YOUR JOB DUTIES:</b>		
ADDRESS			<b>TO</b>			
			MO.			YR.
CITY, STATE, ZIP			\$			
PHONE NO.			<b>TYPE OF BUSINESS</b>			

EXPLAIN ANY PERIOD BETWEEN JOBS:	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
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<b>2 EMPLOYER</b>	<b>FROM</b>		<b>STARTING SALARY</b>	<b>JOB TITLE</b>	<b>REASON FOR LEAVING (Please Explain)</b>	
	MO.	YR.				
NAME OF COMPANY			\$	<b>DESCRIBE YOUR JOB DUTIES:</b>		
ADDRESS			<b>TO</b>			
			MO.			YR.
CITY, STATE, ZIP			\$			
PHONE NO.			<b>TYPE OF BUSINESS</b>			

EXPLAIN ANY PERIOD BETWEEN JOBS:	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
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<b>3 EMPLOYER</b>	<b>FROM</b>		<b>STARTING SALARY</b>	<b>JOB TITLE</b>	<b>REASON FOR LEAVING (Please Explain)</b>	
	MO.	YR.				
NAME OF COMPANY			\$	<b>DESCRIBE YOUR JOB DUTIES:</b>		
ADDRESS			<b>TO</b>			
			MO.			YR.
CITY, STATE, ZIP			\$			
PHONE NO.			<b>TYPE OF BUSINESS</b>			

EXPLAIN ANY PERIOD BETWEEN JOBS:	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
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<b>4 EMPLOYER</b>	<b>FROM</b>		<b>STARTING SALARY</b>	<b>JOB TITLE</b>	<b>REASON FOR LEAVING (Please Explain)</b>	
	MO.	YR.				
NAME OF COMPANY			\$	<b>DESCRIBE YOUR JOB DUTIES:</b>		
ADDRESS			<b>TO</b>			
			MO.			YR.
CITY, STATE, ZIP			\$			
PHONE NO.			<b>TYPE OF BUSINESS</b>			

EXPLAIN ANY PERIOD BETWEEN JOBS:	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
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## EDUCATION

EDUCATION TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	CIRCLE LAST YEAR ATTENDED	GRADUATED	DEGREE
HIGH SCHOOL			9 10 11 12	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
GRADUATE SCHOOL			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS. TRADE OTHER			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

## ADDITIONAL EXPERIENCE OR QUALIFICATIONS

List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment.

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## ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the company?  YES  NO

If Yes, please explain.

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## PERSONAL OR PROFESSIONAL REFERENCES (Do not include relatives)

<b>1</b>	NAME	OCCUPATION/TITLE
	ADDRESS	PHONE #
	CITY AND STATE (ZIP)	YEARS KNOWN
<b>2</b>	NAME	OCCUPATION/TITLE
	ADDRESS	PHONE #
	CITY AND STATE (ZIP)	YEARS KNOWN

**PLEASE READ AND SIGN THE REVERSE SIDE OF THIS PAGE**



## NOTIFICATION AND AGREEMENT

### PLEASE READ BEFORE SIGNING

**I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.**

Questions regarding this statement should be directed to an employment representative before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of the Atlantic Aluminum Products, Inc. (hereinafter "Company") to afford equal employment opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, sexual orientation, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by Federal, State or Local law.

I hereby authorize the investigation, including criminal background investigation and/or employment reference checks of all statements and information contained in this application. I hereby authorize any and all Federal, state, and local governmental or civil agencies, consumer reporting agencies, educational institutions, present or former employers and individuals who may have information on me in their records or files or by virtue of personal knowledge, to release such information as may legally be released under the Freedom of Information Act, the Fair Credit Reporting Act, and other applicable Federal and/or state laws. I release from all liability anyone supplying such information and I also release the company from all liability that might result from making an investigation.

I understand that any and all reports requested by and information released to the Company, by any agency, institution, or individual shall be made known exclusively to the Company. Further, I do hereby release, absolve, and agree to forever hold harmless the Company, its affiliates, their officers, agents, contractors, and employees, as well as any and all agencies, persons, and/or institutions who furnish information on me from any and all liability. This also applies to any and all suits, actions, or causes of actions at law, claim, demand or liability which I, my successors, assigns, heirs, executors and/or administrators have now or may ever have resulting directly, indirectly, and/or remotely from said agencies, institutions and/or individuals having furnished information.

If employed, I acknowledge that there is no specified length of employment and that no representation, whether oral or written, at any time, can constitute an agreement or contract of employment. I further agree to abide by all of the company rules and regulations, and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the company or me. I understand that the Company and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I acknowledge that I have read and understand the above statements, hereby grant permission to confirm the information supplied on this application by me, and that I seek employment under these conditions.

APPLICANT NAME (PLEASE PRINT) \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

