



Application for Employment

Equal Opportunity Employer

Human Resources | Wood's Powr-Grip

P.O. Box 368 | Laurel, MT 59044

Phone: 406 628.8231 | Fax: 406 628.5167 | wpg.com

Notice to Applicant:

- 1) All parts of the application must be completed and legible. An UNSIGNED application will not be considered.
- 2) The application must be "signed" either by electronic acceptance of its terms or by hand if submitted in written form.
- 3) The information requested on this form is sought in good faith. It will not be used in any way to discriminate against any applicant for employment, in compliance state or federal law.
- 4) This employer is committed to making reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the selection process or an employee's ability to perform the duties of the job. If you would like us to consider any such accommodation, please attach a description of the request.
- 5) **An applicant who is offered a position, must successfully pass a drug screen test prior to beginning employment.**
- 6) Upon starting employment, all applicants must be able to provide acceptable identification to complete the Form I-9, establishing the ability to legally work in the United States.
- 7) **Employment at Wood's Powr-Grip is "At Will" insofar as this does not conflict with state or federal law.**

1) PERSONAL INFORMATION

Last Name First Name Initial E-mail

Street Address Mailing Address

City State Zip Code Primary Phone Secondary Phone

Date Available Position Desired

Can you work? (please complete)

	Yes	No
Full Time (40 hours)	<input type="radio"/>	<input type="radio"/>
Part Time (20-29 hours / week)	<input type="radio"/>	<input type="radio"/>
Part Time (less than 20 hours)	<input type="radio"/>	<input type="radio"/>
Night Shift	<input type="radio"/>	<input type="radio"/>
Temporary / Seasonal	<input type="radio"/>	<input type="radio"/>
(from <input type="text"/> to <input type="text"/>)		

How did you learn of this position?

Newspaper Ad Internet

MT Job Service Job or Career Fair

WPG Employee Referral / Employee Name:

Other

Do you have relatives currently working for WPG? Yes No

If yes, who are they and what is the relationship?

If required, do you have a valid driver's license? Yes No

Have you ever been convicted of a felony? Yes No

Date: Offense:

2) EDUCATION AND TRAINING

High School Graduate? Yes No GED City / State Highest School Year Completed ex: 12th High School

College City / State Course of Study Degree

Other Educational Institution City / State Course of Study Degree

NOTICE: If the position requires a degree, an official transcript verifying the degree is required with the application.

3) PROFESSIONAL SKILLS / LICENSES

Certifying Agency	City / State	License / Certificatio	Date	Valid Until
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certifying Agency	City / State	License / Certificatio	Date	Valid Until
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CLERICAL SKILLS

Typing speed/accuracy
 Data Entry speed/accuracy
 Ten Key (number pad)

If applying for a skilled craft job, are you a recognized Journey Level Worker? Yes No

Craft or Trade Date Received

COMPUTER SKILLS (computer programs that can be operated proficiently)

MACHINING / TOOL USE SKILLS (machines / tools and the types of operations that can be done proficiently—attach pages as needed)

4) EMPLOYMENT EXPERIENCE

Begin with your present or most recent job and list your last four (4) jobs with emphasis on experience that is relevant to the position for which you are applying. Include military service and any volunteer work which has provided experience that would help you qualify. List each promotion as a separate position. If the block provided below is not adequate amount of space, you may respond to this section on a separate sheet of paper, provided that all questions are answered and the same format is followed. **This information must be completed even if a resume is submitted.**

Notice to applicant: Information that you provide on this application is subject to verification.

Previous employers may be contacted as references. **May we contact your present employer?** Yes No

Employer	Address	City / State / Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Type of Business	Dates	To
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Immediate Supervisor	Highest Salary
<input type="text"/>	<input type="text"/>	<input type="text"/>

Describe Duties (job title, knowledge, skills, abilities required, employees supervised, accomplishments)

Reason for Leaving

4) EMPLOYMENT EXPERIENCE continued

Employer Address City / State / Zip Code

Type of Business Dates To Hours / Week

Phone Number Immediate Supervisor Highest Salary

Describe Duties (job title, knowledge, skills, abilities required, employees supervised, accomplishments)

Reason for Leaving

Employer Address City / State / Zip Code

Type of Business Dates To Hours / Week

Phone Number Immediate Supervisor Highest Salary

Describe Duties (job title, knowledge, skills, abilities required, employees supervised, accomplishments)

Reason for Leaving

Employer Address City / State / Zip Code

Type of Business Dates To Hours / Week

Phone Number Immediate Supervisor Highest Salary

Describe Duties (job title, knowledge, skills, abilities required, employees supervised, accomplishments)

Reason for Leaving

5) GENERAL INFORMATION

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment or to confer any right to remain an employee of this company, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned. Moreover, this relationship cannot be altered except by a written instrument signed by the President of the Company. Both the undersigned and this company may end the employment relationship at any time, in accordance with applicable law. If employed, the applicant understands that the company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

The Fair Credit Reporting Act requires us to advise you that, in connection with our routine processing of your employment application, we may request from a consumer reporting agency an investigative consumer report including information as to your character, general reputation, personal characteristics, and mode of living. Upon written request from you, we will provide you with additional information concerning the nature and scope of any report requested by us.

Applicant Acceptance Statement

I authorize investigation of all statements contained in this application. **I understand that misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice.** I authorize the investigation of all matters contained in this application and hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I further understand that my employment with this company shall be probationary for a period of six months (or longer in some circumstances), and that at any time during the probationary period and thereafter, my employment relationship with the company is terminable at will for any reason by either party.

Applicant (signature)

Date

email application to jobs@wpg.com

or mail to P.O. Box 368 Laurel, MT 59044