

APPLICATION FOR EMPLOYMENT

Loadcraft Industries, Ltd.

Affirmative Action Form - Applicant Data Form - Pre Offer

The federal government under Executive Order 11246 requires Loadcraft Industries, Ltd. to report sex and race/ethnic origin of applicants for employment. Submission of information is voluntary, and failure to provide it will not subject you to any adverse treatment. Your cooperation is appreciated.

Name: _____
Last
First
M.I.

Date of Application: _____ Position(s) Applied For: _____

Indicate Gender:

- Male
- Female
- I chose not to disclose

Indicate Ethnic group:

- Hispanic or Latino
- Not Hispanic or Latino
- I chose not to disclose

Indicate your Race:

- White (**Not Hispanic or Latino**)
- Black or African American (**Not Hispanic or Latino**)
- Asian (**Not Hispanic or Latino**)
- Native Hawaiian or Other Pacific Islander (**Not Hispanic or Latino**)
- American Indian or Alaskan Native (**Not Hispanic or Latino**)
- Two or more Races (**Not Hispanic or Latino**)
- I chose not to disclose

Indicate how you learned of this vacancy:

- Posting/Job Recording
- Employee
- Direct inquiry to us
- Advertisement
- Other organization
- Other

EEO-1 Ethnicity and Race Categories	Descriptions
Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
White (Not Hispanic or Latino)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Black or African-American (Not Hispanic or Latino)	A person having origins in any of the black racial groups of Africa.
Asian (Not Hispanic or Latino)	A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
American Indian or Alaskan Native (Not Hispanic or Latino)	A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
Two or More Races (Not Hispanic or Latino)	All persons who identify with more than one of the above five races.

Loadcraft Industries, Ltd. is an equal opportunity corporation and does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or veteran status in admission or access to, or treatment or employment in, its programs and activities. Individuals who may have inquiries regarding the corporation's policy and procedures should contact the Human Resource Director.

LOADCRAFT INDUSTRIES, LTD.

Brady & Brownwood, Texas

IMPORTANT: If you need assistance to complete this Application please ask the HR Dept for help.
Truth/Accuracy/Completeness: I certify that the facts contained in this application are true and complete. I understand that any false statement(s) in this application shall be the basis for my rejection or dismissal from employment. Resumes will not be accepted in lieu of a completed Application Form.

This application must be completed in its entirety. That means that there will be NO BLANK SPACES. If a question or section does not apply to you or the job you are applying for, then write in the area/section "not applicable" or "N/A" so that we will understand your answer. If you leave any spaces/sections blank the application will be incomplete and invalid. We do not accept incomplete applications. INITIALS: ____

Reasonable Accommodation Needs: If you need any reasonable accommodations to complete this Application Form or other elements of the application process, please let us know. We will attempt to assist you in applying for a job with Loadcraft Industries, Ltd. INITIALS: ____

Employment-At-Will: I understand and agree that my employment will be at will and may be terminated by me or Loadcraft Industries, Ltd at any time for any cause or no cause. I understand and agree that all benefits, programs, rules and policies of Loadcraft Industries, Ltd. are subject to exceptions or change at will at any time as decided by Loadcraft Industries, Ltd. Also, it is understood that completion of this application does not guarantee you a job with Loadcraft Industries, Ltd. INITIALS: ____

Confidentiality and Trade Secrets: I agree that except at the request and for the benefit of Loadcraft Industries, Ltd., I will not disclose to anyone or use for my own purposes any of Loadcraft Industries, Ltd.'s confidential or proprietary information, either during or after my employment. I understand and agree that Loadcraft Industries, Ltd.'s trade secrets, bidding, costs, pricing, marketing information and techniques, designs, drawings, methods of engineering and production, financial and market information, computer software, sources of supply, customer names and information and employee names and information are confidential and proprietary information of Loadcraft Industries, Ltd.; I also agree that I will not make written or other copies of notes regarding these matters except as necessary to perform my job, and I agree that if my employment with Loadcraft Industries, Ltd. ends, I will deliver to Loadcraft Industries, Ltd. all material of any kind that I have relating to Loadcraft Industries, Ltd., including any such copies or notes. I also agree that I will disclose and assign to Loadcraft Industries, Ltd. any invention, design or process which I conceive or develop while employed by Loadcraft Industries, Ltd. relating to Loadcraft Industries, Ltd.'s business or to any product or service offered or being developed by Loadcraft Industries, Ltd., and that all such designs or conceptions shall be the property of Loadcraft Industries, Ltd.. INITIALS: ____

Searches and Inspections: I agree that Loadcraft Industries, Ltd. may conduct reasonable inspections of any lockers, desks, hardware, software or other Loadcraft Industries, Ltd. property I may be using, and of any of my own property I bring onto Loadcraft Industries, Ltd.'s premises (Including vehicles, packages and purses) at any time, and I waive and promise not to make any claims against Loadcraft Industries, Ltd. (or its employees, directors, owners or agents) relating to such inspection. INITIALS: ____

Authorization and Waiver: The State of Texas allows an Employer to obtain information about a person's "job performance." "**Job performance**" means the manner in which an employee performs a position of employment and includes an analysis of the employee's attendance at work, attitudes, effort, knowledge, behaviors, and skills.

I authorize and request my former Employers, references, educational institutions, and any credit agencies or reporting services which have information about me, to give Loadcraft Industries, Ltd. and subsidiaries any and all information and opinions about me in their possession and which may lawfully be disclosed.

I hereby waive written notice of such release of information and opinions, and I release such former Employers, references, educational institutions, and credit agencies or reporting services from any liability or claim relating to such release of information and opinions. I also authorize and request federal, state, and local governmental agencies to release to Loadcraft Industries, Ltd. any information requested concerning any criminal convictions on my record. A photocopy of this signed authorization and waiver shall be valid as an original.

If given a bona fide qualified-conditional job offer, I also authorize Loadcraft Industries, Ltd. to seek, if they desire, medical and health background information on me that could be pertinent to the job(s) I am interested in.

I understand that an offer of employment and continued employment with Loadcraft Industries, Ltd. is contingent upon my furnishing satisfactory proof of my authorization to work in the United States.

Also, I understand Loadcraft Industries, Ltd. may adopt an Arbitration Agreement to resolve any disputes concerning complaints I have about my employment or terms of my employment. INITIALS: ____

Drug Testing and Physical Examinations: I hereby give my consent to Loadcraft Industries, Ltd. and its agents or independent contractors, to perform appropriate tests or examinations on me for alcohol, illegal drugs, and/or other pre-employment tests, including a pre-employment physical examination, with the results of these tests or examinations to be released to Loadcraft Industries, Ltd. for whatever use it deems fair and appropriate under the circumstances. INITIALS: ____

Monitoring Activity: I understand Loadcraft Industries, Ltd. may monitor certain employee activity, particularly communications and the use of communication devices. Use of such communication devices as these may be monitored: telephones, fax machines, computers, e-mails, web pages, cell phones and pagers. Also, video tapings may be made where Loadcraft Ind., Ltd. deems necessary. INITIALS: ____

Equal Employment Opportunity Employer: We believe firmly in providing equal employment opportunities to those who apply for a job with us. We will not discriminate in recruitment, processing applications, interviews, hiring, and promotions. We will not discriminate on the basis of: race, color, religion, sex, gender, age, national origin, ancestry, marital status, veteran status, parenthood, or physical and mental disability disclosed to us (with or without reasonable accommodation). INITIALS: ____

Agreement: I understand the terms and statements above and agree to them. Also, I am aware that completion of the Application Form does not in itself mean I will be interview for a position or be given a job offer. By signing below I acknowledge my acceptance of these statements and conditions of employment at Loadcraft Industries, Ltd.

Date

Signature of Applicant

PERSONAL INFORMATION (Application must be filled out **completely**)

Name: _____
 First Middle Last Date of Application

Address: _____
 Street City State Zip

Telephone Number: _____ Alternate Number: _____

Position(s) Applying For:	Are You Seeking: Full Time: _____ Part Time _____ Shift Work: _____
Date Available:	May we contact your present employer: Yes _____ No _____

GENERAL INFORMATION

YES	NO	Information
		Are you 18 years of age or older?
		If you are under 18 years of age, can you provide required proof of your eligibility, to work?
		Are you prevented from lawfully becoming employed in this country because of Immigration Status?
		Can you travel if a job requires it?
		Are you willing to work overtime if it is required?
		Are there any restrictive covenants or agreements that would apply to you or us regarding working with or contacting customers or prospects of your prior employer(s)?
		Have you been convicted of a felony or serious misdemeanor, or have you served time in a county, state or federal correctional institution within the last seven years for a crime? (Conviction will not necessarily disqualify an applicant from employment.)

EDUCATIONAL BACKGROUND

Level of Education	Name and Address of School	Number of Years Attended	Course of Study	Diploma/Degree Received
High School				
College or University				

EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. For DOT truck driver applicants, you must provide us a ten (10) year employment history. Use another sheet of paper if necessary.

Job Title: _____	Dates: From _____ To _____
Company: _____	Address: _____
Supervisor: _____	Telephone: _____
Starting Salary: \$ _____ per _____	Ending Salary: \$ _____ per _____
Reason for leaving: _____	
Work performed: _____	

Job Title: _____	Dates: From _____ To _____
Company: _____	Address: _____
Supervisor: _____	Telephone: _____
Starting Salary: \$ _____ per _____	Ending Salary: \$ _____ per _____
Reason for leaving: _____	
Work performed: _____	

Job Title: _____	Dates: From _____ To _____
Company: _____	Address: _____
Supervisor: _____	Telephone: _____
Starting Salary: \$ _____ per _____	Ending Salary: \$ _____ per _____
Reason for leaving: _____	
Work performed: _____	

Other Skills and Qualifications: (Please summarize any special skills and/or qualifications for employment or other experiences that may qualify you for employment.)

Personal References:

(List the name, address, and telephone number of three persons not related to you and by whom you are/were not employed.)

NAME	ADDRESS	TELEPHONE NUMBER	YEARS KNOWN

Truth Statement:

I promise the statements above are true, correct and complete. I have not omitted information or committed any errors or false statements. I understand that if the statements are NOT true, correct and complete, I can be refused employment, or terminated later.

Date

Print Name

Signature

Preparer and/or Translator Certification.

(To be completed and signed if Application is prepared by a person other than the applicant.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	Date (month/day/date)

- Applications will be active for only 90 days. To reactivate your application you will need to come back and have us pull you application and reactivate it for another 90 days. Applications will be kept on file, although they are inactive, for one year.

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