

Dear Applicant:

Thank you for your interest in Hydrite Chemical Co. Attached is a copy of our application form, an authorization to do a background check and Invitation to Identify form for affirmative action purposes. The latter two forms are optional to complete. However, please be aware that if an offer of employment is made, the offer is contingent on submitting a completed authorization form, passing a pre-placement physical, a negative drug screen, as well as a satisfactory background check. Included in the background check is verification of the information you provide, including verification of education. Please note that all of our positions require a minimum of a high school degree or equivalent.

***EOE/Drug Free Workplace***



# APPLICATION FOR EMPLOYMENT

*An Equal Opportunity Employer*

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street City County State Zip

PHONE NO. WHERE YOU CAN BE REACHED \_\_\_\_\_ ALTERNATE NO. \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER?  No  Yes

Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations (i.e., speeding ticket)? If yes, explain 1) nature of crime, 2) date of conviction, and 3) state or county in which convicted. (Convictions are not an automatic bar to employment.) Illinois applicants are not obliged to disclose expunged or sealed records of conviction.

No  Yes, \_\_\_\_\_

## EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

EDUCATION <sup>1, 2</sup>	NAME LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	MAJOR
<input type="checkbox"/> HIGH SCHOOL or <input type="checkbox"/> GED/ HSED	NAME			
	CITY & STATE:			
COLLEGE	NAME			
	CITY & STATE:			
TRADE, BUSINESS, OR OTHER SCHOOL	NAME			
	CITY & STATE:			

<sup>1</sup> For GED, HSED, or any college degree, accreditation of issuing entity must be recognized by GAAP.

<sup>2</sup> The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

## REFERENCES (Optional—list two persons not related to you whom you have known at least one year.)

1) NAME \_\_\_\_\_ BUSINESS \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

2) NAME \_\_\_\_\_ BUSINESS \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**FORMER EMPLOYERS** *(List at least two, beginning with the most recent)*

1) NAME \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
POSITION \_\_\_\_\_ SALARY \_\_\_\_\_ REASON LEFT \_\_\_\_\_

2) NAME \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
POSITION \_\_\_\_\_ SALARY \_\_\_\_\_ REASON LEFT \_\_\_\_\_

3) NAME \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
POSITION \_\_\_\_\_ SALARY \_\_\_\_\_ REASON LEFT \_\_\_\_\_

4) NAME \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
POSITION \_\_\_\_\_ SALARY \_\_\_\_\_ REASON LEFT \_\_\_\_\_

---

By submitting this application, I acknowledge that

I understand that no representative of the Company has the authority to enter into any agreement for employment for anyone. No employment contract is created by virtue of my being hired by this Company.

If employed, I agree to abide by all of the work and safety rules of the Company. I understand that this Company is committed to maintaining a drug-free workplace. I understand that upon receiving a job offer, a physical examination, drug screen, and background check will be required. Also, if employed, I realize that the Company may conduct random drug testing as outlined in its random drug policy. The drugs tested for are Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Opiates, Phencyclidine, and Propoxyphene, unless prohibited by law. Drivers may also be tested for alcohol.

I certify that the information contained in this application is true and correct. I understand that omissions, inaccurate or false information may result in denial of employment or be cause for subsequent dismissal if I am hired.

I authorize the Company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## INVITATION TO IDENTIFY FOR AFFIRMATIVE ACTION PURPOSES

Our company is committed to the employment and advancement of minorities, individuals with disabilities, and veterans. If you fall into one of these classifications, we invite you to identify yourself and receive coverage under our company's Affirmative Action Plan. You may inform us of your desire to benefit under the program at this time and/ or any time in the future.

*Completion of this form is voluntary and in no way affects the decision regarding your employment opportunity. The information provided will be held in the strictest confidence, will be maintained in a separate file, and will not be used in a manner inconsistent with the Acts.*

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

### PLEASE CHECK ONE:

- Male
- Female

### INDICATE THE APPROPRIATE RACE(S) / ETHNIC GROUP(S):

- 5) Hispanic or Latino

*Not Hispanic or Latino:*

- 1) White
- 2) Black or African American
- 8) Native Hawaiian or Other Pacific Islander
- 3) Asian
- 4) American Indian or Alaska Native
- 9) Unknown

### HOW WERE YOU REFERRED TO THIS JOB:

- 1) Walk In
- 2) Employment Agency
- 3) Advertisement
- 4) Job Service
- 5) School
- 6) Employee
- 7) Mail, Unsolicited
- 8) Relative
- 9) Friend
- 10) Internet