



EMPLOYMENT APPLICATION

1. Introductory Statement

This Application is for employment with **Laird Manufacturing** (or the "Company"). **A resume is required to be submitted along with this Application** to provide additional information. All documents submitted with this Application will not be returned. This Application is the initial part of the employment evaluation process. If you are selected to move forward in the process, you will be contacted by **Laird Manufacturing** to schedule an in-person interview.

2. Applicant Personal Information

Full Name: _____ Are you at least 18 years old: _____

Current Address: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

3. Position with Company

Position Desired: _____ Date Available to Start: _____

Regular Full-Time Position ☐ Regular Part-Time Position ☐

Available to Work Overtime: Yes ☐ No ☐ Are you available to work weekends Yes ☐ No ☐

Have you ever applied to, or worked for this Company in the past? Yes ☐ No ☐

If yes, when did you work here and what is the reason for separation? _____

Do you have any relatives who are currently working for the Company, or who have worked for the Company in the past? Yes ☐ No ☐

If yes, list the name(s): _____

4. Applicant's Educational Background

High School Name and Address: _____

Number of years completed: _____ Did you graduate: Yes ☐ No ☐

List any Honors Received: _____

Vocational/Business School: _____

Number of years completed: _____ Did you graduate: Yes ☐ No ☐

Degree or Diploma: _____

List any Honors Received: _____

College/University: _____

Number of years completed: _____ Did you graduate: Yes ☐ No ☐

Degree or Diploma: _____

List any Honors Received: _____

5. Applicant's Experience, Training and other Qualifications

Do you have any other experience, training, qualifications or skills that you believe make you qualified for the position you are applying for? Yes ☐ No ☐

If yes, describe your experience, training, qualifications or skills: _____

6. Applicant's Employment History

Have you ever been terminated or asked to resign? Yes ☐ No ☐

If yes, explain the reason(s) you were terminated or asked to resign: _____

List all present and past employment experience for the last 10 years, starting with your most recent employer.

Name of Employer: _____

Address: _____ Phone Number: _____

Type of Business: _____ Supervisor's Name: _____

Dates of Employment: from _____ to _____

Was your employment: Full-Time ☐ Part-Time ☐ Temporary ☐

Describe your position and duties: _____

Reason for leaving: _____

May we contact this employer for a reference: Yes ☐ No ☐

Name of Employer: _____

Address: _____ Phone Number: _____

Type of Business: _____ Supervisor's Name: _____

Dates of Employment: from _____ to _____

Was your employment: Full-Time ☐ Part-Time ☐ Temporary ☐

Describe your position and duties: _____

Reason for leaving: _____

May we contact this employer for a reference: Yes ☐ No ☐



Name of Employer: _____
Address: _____ Phone Number: _____
Type of Business: _____ Supervisor's Name: _____
Dates of Employment: from _____ to _____
Was your employment: Full-Time ☐ Part-Time ☐ Temporary ☐
Describe your position and duties: _____
Reason for leaving: _____
May we contact this employer for a reference: Yes ☐ No ☐

Name of Employer: _____
Address: _____ Phone Number: _____
Type of Business: _____ Supervisor's Name: _____
Dates of Employment: from _____ to _____
Was your employment: Full-Time ☐ Part-Time ☐ Temporary ☐
Describe your position and duties: _____
Reason for leaving: _____
May we contact this employer for a reference: Yes ☐ No ☐

Name of Employer: _____
Address: _____ Phone Number: _____
Type of Business: _____ Supervisor's Name: _____
Dates of Employment: from _____ to _____
Was your employment: Full-Time ☐ Part-Time ☐ Temporary ☐
Describe your position and duties: _____
Reason for leaving: _____
May we contact this employer for a reference: Yes ☐ No ☐

7. References

List 3 people who are not related to you and who have personal and current knowledge of your work performance, or any other experience, training, qualifications or skills relevant to your qualifications for the position.

Name: _____ Phone Number: _____
Address: _____ E-mail: _____
Company: _____ Position: _____
Work or other relationship: _____ Number of Years Acquainted: _____

Name: _____ Phone Number: _____
Address: _____ E-mail: _____
Company: _____ Position: _____
Work or other relationship: _____ Number of Years Acquainted: _____

Name: _____ Phone Number: _____
Address: _____ E-mail: _____
Company: _____ Position: _____
Work or other relationship: _____ Number of Years Acquainted: _____

8. Equal Opportunity Employment

Laird Manufacturing is an equal opportunity employer. To provide equal employment and advancement opportunities to all individuals, Laird Manufacturing makes all employment decisions based on individual qualifications, including skill, ability, performance history, merit, and other job-related factors. **Laird Manufacturing** strictly prohibits discrimination by any employee, manager, or owner against any applicant or employee with respect to hiring, job assignments, performance evaluations, promotion, training, disciplinary action, termination, layoffs, compensation, benefits, working conditions, or any other terms and conditions of employment based on any protected characteristic. These include, but are not limited to: race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, national origin, ancestry, age, disability (physical or mental), genetic information, military or veteran status, citizenship status (to the extent protected by law), and any other status protected by applicable federal, state, or local law. **Laird Manufacturing** also prohibits discrimination based on the perception that an individual belongs to a protected class, has a protected characteristic, or is associated with a person who belongs to a protected class or is perceived to have such a characteristic. **Laird Manufacturing** is committed to maintaining a workplace free of unlawful discrimination, harassment, and retaliation. Any employee who believes they have been subjected to discrimination or harassment, or who has witnessed such conduct, is encouraged to report the concern to management or Human Resources. Retaliation against any individual for making a good faith complaint or participating in an investigation is strictly prohibited.

9. At-Will Employment

All employees of **Laird Manufacturing**, regardless of classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of the employee or the Company at any time, for any reason, with or without cause, and with or without prior notice or warning. Nothing contained in this application, **Laird Manufacturing** Handbook or any other Company policies, practices, procedures, manuals, job descriptions, or documents, nor any statement by any **Laird Manufacturing** employee, shall in any way create an express or implied contract of employment, a guarantee of employment for any specific period of time, or an employment relationship that is anything other than on an at-will basis. This at-will employment policy can only be changed by a written contract signed by **Laird Manufacturing** that expressly states the intent to modify application of this at-will employment policy with respect to a specific employee.

10. Certification

Carefully read each of the following statements. Initial by each statement to confirm that you understand and agree with each statement. If you do not understand or agree with a statement, do not include your initials.

_____ I hereby certify that I have personally completed this Application.

_____ I hereby certify that I have not knowingly withheld or misstated any information that may affect my chances for employment and that all information contained in this Application, as well as any resume submitted along with this Application, is true and correct to the best of my knowledge. I understand that any omission or misstatement of fact orally made, made on this Application, on any document submitted in connection with this Application, or made in connection with the evaluation of my application for employment with **Laird Manufacturing** shall be grounds for rejection of this Application and/or for immediate termination if I am employed by **Laird Manufacturing**, regardless of the amount of time that has passed before discovery.

_____ I hereby authorize and consent to allow **Laird Manufacturing** to thoroughly investigate my references, work history, education, other experience, training, qualifications and skills related to my suitability for employment unless otherwise specified above. I further, authorize the references and former employers I have listed to disclose to **Laird Manufacturing** any and all letters, reports, records of commendation or disciplinary action, and other information related to my work performance, without giving me prior notice of such disclosure. In addition, I hereby expressly release and agree to hold harmless to the extent permitted by law the Company, my references and former employers from any and all claims, causes of action,



demands, damages, and/or liabilities that I may have which arise out of or in any way relate to such investigation or disclosure.

_____ I acknowledge, understand and agree that nothing contained in this Application, conveyed during any interview which may be granted, or during my employment if I am hired, is intended to create an employment contract between me and **Laird Manufacturing** and that employment with **Laird Manufacturing**, if I am hired, shall be at-will.

_____ I acknowledge that incomplete or inaccurately completed employment applications will result in my disqualification from consideration for the position.

_____ I acknowledge, understand and agree that the Company is a drug and alcohol-free, healthy and safe workplace, that all employees are required to report to work in appropriate mental and physical condition so they are able to perform their jobs in a safe and satisfactory manner, and that all of the following activities are prohibited: manufacturing, distributing, dispensing, selling, possessing, using, soliciting and/or being under the influence of any alcoholic beverage, drug (including marijuana), prescription medication, controlled substance, or any other substance which may impair an employee's ability to safely, effectively and satisfactorily perform the functions of his/her job, which may increase the potential for accidents, absenteeism, substandard performance, poor employee morale or damage **Laird Manufacturing** reputation, or which may endanger any person, during work hours, at any time while on the Company's property, while using the Company's property (including equipment or vehicles), or while conducting Company business at any location.

_____ I acknowledge, understand, and agree that if I am hired for a position in which driving is an essential function of my job duties, and the use of an alternative form of transportation is not reasonably comparable in terms of travel time or cost to Laird Manufacturing, the Company reserves the right to transfer me to an alternative position, suspend my employment, or terminate my employment if: (1) my driver's license is suspended or revoked; (2) I fail to maintain required personal automobile insurance coverage; and/or (3) I become uninsurable under Laird Manufacturing's insurance policy.

_____ I acknowledge, understand and agree that if I am hired, either **Laird Manufacturing** or I can terminate my employment at any time, for any reason, with or without cause, and with or without prior notice or warning. I further acknowledge, understand and agree that no representative of **Laird Manufacturing** has the authority to make any assurance to the contrary other than **Laird Manufacturing**, who may do so only in a written agreement that is signed by **Laird Manufacturing** and which expressly states the intent to modify application of the at-will employment policy with respect my employment, if I am hired.

_____ I acknowledge, understand and agree that appointment to any position at **Laird Manufacturing** is conditioned on verification, in compliance with Federal law, of my identity and eligibility to work in the United States.

Dated: _____

Signed: _____