



Name: _____

Date: _____

**EMPLOYMENT
APPLICATION**

for

WIL Research Laboratories, LLC

Ashland, Ohio 44805-9281

All offers of employment will be conditioned upon the successful passing of a drug test and/or a medical examination.

EQUAL OPPORTUNITY EMPLOYER – M/F/D/V

It is the policy of WIL Research Laboratories to provide equal opportunity without regard to race, religion, color, national origin, sex, age, disability or veteran status. This policy applies to all areas of employment including recruitment, placement, training, transfer, promotion, lay-off, termination, pay and other forms of compensation and benefits. WIL Research Laboratories will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

If after 180 days from the date of this Employment Application you have not been contacted by the Company and you still desire to be considered for a position with WIL Research, you must submit a new Employment Application for a vacant position.

GENERAL INFORMATION

Name: _____ Social Security No. _____

Present Address: _____ Phone: _____
No. Street City State Zip

Permanent _____ Phone: _____
No. Street City State Zip

Email address: _____

Position applying for: _____ Salary/Rate Expected: _____

How did you learn of this opening? _____ Date available for work: _____

Employment Desired: _____ Full-time; _____ Part-time; _____ Summer; _____ Temporary
 If part-time, specify hours and days: _____

Are you legally authorized to work in the United States: _____ Yes _____ No (Verification of legal authorization to work will be required if hired.)

Are you 18 years of age or older? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No If yes, give date, place and offense
 _____ (If you answer yes, you WILL NOT be automatically disqualified from consideration. Your answer is looked upon as only one of the factors considered in the employment decision and is evaluated in terms of the nature, severity, and recency of the offense, and its job relatedness. DO NOT include parking violations. DO NOT include convictions adjudged "youthful offender".)

Have you previously been employed by this company or its subsidiaries? _____ Yes _____ No
 If yes, when? _____

Do you have any relatives employed by this company? _____ Yes _____ No
 If yes, please provide their names? _____

EDUCATIONAL DATA

School	Print Name, Number and Street, City, State and Zip Code for each School Listing	No. of Years Completed	Did you Graduate?	Degree or Major	Class Rank or Grade Ave.
High School					
College					
Graduate School					
Trade, Business, Night or Correspondence					
Other					

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. (You may exclude all information indicative of age, sex, race, religion, color, national origin, or disability.)

Previous Employer:	Employment Dates From:	/	To:	/	
		Mo.	Yr.	Mo.	Yr.
Address:	Starting Salary:		Final Salary:		
Phone No.:	Supervisor's Name & Title:				
Reason for Leaving:	May we contact?	Yes		No	
Position Title and Description of Work Performed	If No, Please Explain				
<hr/>					
Previous Employer:	Employment Dates From:	/	To:	/	
		Mo.	Yr.	Mo.	Yr.
Address:	Starting Salary:		Final Salary:		
Phone No.:	Supervisor's Name & Title:				
Reason for Leaving:	May we contact?	Yes		No	
Position Title and Description of Work Performed	If No, Please Explain				
<hr/>					
Previous Employer:	Employment Dates From:	/	To:	/	
		Mo.	Yr.	Mo.	Yr.
Address:	Starting Salary:		Final Salary:		
Phone No.:	Supervisor's Name & Title:				
Reason for Leaving:	May we contact?	Yes		No	
Position Title and Description of Work Performed	If No, Please Explain				
<hr/>					
Previous Employer:	Employment Dates From:	/	To:	/	
		Mo.	Yr.	Mo.	Yr.
Address:	Starting Salary:		Final Salary:		
Phone No.:	Supervisor's Name & Title:				
Reason for Leaving:	May we contact?	Yes		No	
Position Title and Description of Work Performed	If No, Please Explain				

SPECIAL SKILLS AND QUALIFICATIONS

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, special job-related skills, articles/books published, activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin, or disability.)

REFERENCES

(EMPLOYMENT-RELATED REFERENCE PREFERRED; IF YOU ARE A STUDENT, PLEASE LIST TWO OF YOUR PROFESSORS)

Name and Title	Company and Address	Phone
1.		Work:
		Home:
2.		Work:
		Home:
3.		Work:
		Home:

APPLICANT'S STATEMENT

The information I have furnished on this application form is true and complete. I hereby give WIL Research Laboratories the right to investigate my background and release WIL Research Laboratories, all persons or corporations supplying such information, from liability.

I understand that if any misrepresentation has been made by me, any offer of employment made to me may be withdrawn or my subsequent employment with the Company may be terminated. As part of the normal procedure for processing applications, inquiry may be made on my previous work performance, general reputation, background and personal characteristics.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this company is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature of Applicant

Date

APPLICANT SUBSTANCE ABUSE SCREENING PROGRAM POLICY

In an effort to provide employees with a drug-free workplace, WIL Research Laboratories (hereinafter "Company"), has adopted a Drug and Alcohol Awareness and Testing Policy. The policy provides for drug and alcohol testing of employees for cause, testing of employees who are involved in an on-the-job-accident resulting in personal injury or property damage, and random drug and alcohol testing under certain circumstances. The policy further provides that all applicants with a conditional offer of employment must successfully pass a drug screening urinalysis test as part of their post-offer, pre-employment examination.

An applicant whose test is positive for illegal drugs will not be hired and his/her conditional offer of employment will be withdrawn.

I understand that the Company has a policy prohibiting the use, possession or distribution of illegal drugs by its employment applicants and employees. I further understand that the Company has adopted post-offer, pre-employment drug testing as one method of implementing that policy. I hereby consent to provide a urine sample to the Company or its agents to be tested for drugs by a drug testing laboratory designated by the Company.

I hereby authorize any drug testing laboratory designated by the Company to release to the Company any information requested on any urine sample I submit. This includes, but is not limited to, the results of any tests performed on my urine samples. I hereby authorize the Company to use and disclose this information for any purpose connected with my employment application or with the Company's Drug and Alcohol Awareness and Testing Policy, including but not limited to decisions on whether to employ me.

Signature of Applicant

Date

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION FORM

Various agencies of the United States Government require employers to maintain information on applicants pertaining to factors such as race, sex, and type of position applied for. The information requested on this sheet is for the purpose of our compliance with these record-keeping requirements and to determine recruiting and employment patterns. The Company believes all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants for employment because of race, color, sex, religion, national origin, physical or mental disability, veteran status, age or marital status.

Completing this form is voluntary and is not a requirement for employment.

Applicant name: _____ Date of application: _____

Position applied for: _____

GENDER

Male

Female

RACE / ETHNIC GROUP

American Indian or Alaskan Native- A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian- A person having 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.

Black or African American – A person having origins in any of the Black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American”.

Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic or Latino (White race only)- A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

Hispanic or Latino (all other races)- A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

Other: _____

(Please specify)

How were you referred to this company?

Walk-in
 School Referral
 Employee Referral
 Private Employment Agency/Recruiter
 Minority Employment Agency/Recruiter
 Customer Referral

Business Referral
 College Recruitment
 Newspaper/internet or trade journal advertisement
 Indiana Workforce Development
 Unsolicited Resume
 Other _____