

APPLICATION INSTRUCTIONS

Thank you for your interest in Styrene Products, Inc. Before completing this application, please read these instructions in their entirety. If you need help to fill out this Application packet, please notify the person that gave you this form and every effort will be made to accommodate your needs.

This Application packet contains the below listed documents. These documents must be turned in together. In order to be considered for the position you are applying for, ALL 3 documents must be submitted back to us for review. You will not be called for an interview unless you have completed all 3 documents.

Document 1: Application for Employment (3 pages)

Document 2: Application Questionnaire (2 pages)

Document 3: Styrene Products Measuring and Yield Test (3 pages)

1. Please thoroughly read all statements contained in this Application packet
2. Complete all pages of this packet completely and accurate. If you have a resume or other document summarizing your education, employment history, references, etc., please feel free to attach this document. You do not need to complete those sections of the application that are covered and would be duplicated by your resume, however the application must still be signed and dated.
3. Print clearly. Incomplete or illegible applications will not be processed.
4. Additional space – If you need additional space for any part of this application, please use the back of page.

Applicant Note:

This Application packet is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process, or if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after ___ days. If at any time after this point you wish to be considered for employment with this company, another application with have to be completed.

EEO Statement:

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, citizenship, age, disability, sex, marital status, sexual orientation, or any other characteristic protected by Local, State or Federal law.

EMPLOYMENT APPLICATION

APPLICANT INFORMATION:

Today's Date: _____

Position Applied For: _____

Name: _____
Last
First
Middle

Home Phone: _____ Work Phone: _____

Current Address: _____

AVAILABILITY

Are you legally authorized to work in the United States? Yes No

Are you under the age of 18, and can you provide proof of eligibility to work? Yes No

On what date can you start _____

What job category would you prefer? Full-time Part-time

For what schedules would you be available? First Shift Second Shift Third Shift Overtime
 Weekends Other _____

EDUCATION

Please circle highest grade completed: 7 8 9 10 11 12 13 14 15 16 16+

NAME	CITY/STATE	DEGREE EARNED
High School		
College		
Other		

BACKGROUND

Yes No Have you ever been convicted of a crime (other than a moving violation) or served time? If so, please describe below. Conviction of a crime does not automatically disqualify you from employment

INCIDENT	CITY/STATE	CHARGE
1.		
2.		
3.		

EMPLOYMENT HISTORY

Your application may not be considered unless every question is answered. Since we may contact previous employers, correct telephone numbers are essential.

MOST RECENT EMPLOYER	<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently working for this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your current employer?																
	<div style="text-align: right; border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;">()</div>																
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; border-bottom: 1px solid black;">Company Name</td> <td style="width: 25%; border-bottom: 1px solid black;">City</td> <td style="width: 15%; border-bottom: 1px solid black;">State</td> <td style="width: 25%; border-bottom: 1px solid black;">Phone Number</td> </tr> <tr> <td style="border-bottom: 1px solid black;">From (month/yr)</td> <td style="border-bottom: 1px solid black;">To (month/yr)</td> <td colspan="2" style="border-bottom: 1px solid black;">Supervisor's Name/Number</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Job Title</td> <td style="border-bottom: 1px solid black;">\$ _____</td> <td colspan="2" style="border-bottom: 1px solid black;"><input type="checkbox"/> Hourly <input type="checkbox"/> Annually</td> </tr> <tr> <td colspan="4" style="border-bottom: 1px solid black;">Pay</td> </tr> </table>	Company Name	City	State	Phone Number	From (month/yr)	To (month/yr)	Supervisor's Name/Number		Job Title	\$ _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Annually		Pay			
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From (month/yr)	To (month/yr)	Supervisor's Name/Number															
Job Title	\$ _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Annually															
Pay																	
<p>Duties</p> <hr/> <p>Reasons for Leaving</p> <hr/>																	
SECOND MOST RECENT EMPLOYER	<div style="text-align: right; border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;">()</div>																
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Pay																	
<p>Duties</p> <hr/> <p>Reasons for Leaving</p> <hr/>																	
THIRD MOST RECENT EMPLOYER	<div style="text-align: right; border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;">()</div>																
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Pay																	
<p>Duties</p> <hr/> <p>Reasons for Leaving</p> <hr/>																	

Which of these jobs did you like best?

What did you like most about this job?

REFERENCES

Include only individuals familiar with your work capabilities. Do not include relatives. The back may be used if additional space is needed.

NAME	ADDRESS/PHONE	YEARS KNOWN/RELATIONSHIP
1.		
2.		
3.		

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the Company or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicant's Full Name (*please print*) _____

Signed _____ Dated _____

Styrene Products, Inc.

Application Questionnaire

Types of positions: Below are brief descriptions of the types of positions available at Styrene Products. Please rank the positions in order of interest (1 being the highest interest, 4 being the lowest interest). If there are positions you are not interested in, please note "N/A" (not applicable) next to the position description.

_____ Machine Operator: This position involves operating the hot wire cutting equipment we use to fabricate our parts. Machine operators must be 1) proficient in reading a tape measure (to measure parts and to setup wires on the equipment), 2) proficient in reading and interpreting part drawings, 3) able to work with others in a team setting. Depending on the specific position, these positions may include some material handling and / or stretch wrapping of finished products.

_____ Gluer – Assembly: This position involves gluing 2 or 3 component parts together into final assemblies using a hot melt adhesive. Gluers must be proficient in reading a tape measure and understanding part drawings. The day to day activities are low impact (handling very light weight foam parts) but are repetitive. Gluers operate in a team setting and share a machine center with another person. Gluers are also responsible for bundling, labeling and stretch wrapping or boxing parts.

_____ Gluer – Cutting: This position involves both a cutting and gluing operation. Operators must be able to 1) measure parts and also set wires on some cutting equipment, and 2) read part drawings. Operators work individually on their own equipment in their own work area.

_____ Driver / Warehouse / Production Floater: This position encompasses a broad role that includes all of the activities necessary to support our daily operations, including but not limited to 1) loading and unloading trailers, 2) material handling, 3) operating grinding and bagging equipment, 4) making local deliveries with our straight trucks, 5) if adequately trained, filling in for equipment operators or gluers when positions are open.

Do you understand these requirements? Yes No

Can you perform the requirements of this job with or without reasonable accommodation? Yes No

Your interests - For the position you indicated as your highest interest please describe why you are most interested in this position.

Styrene Products, Inc.

Application Questionnaire

Please list any other skills, licenses or certificates that may be job-related or that you feel would be of value to this job or our organization.

Complete only if interested in/applying for a driving job:

If the job requires you to drive, do you have the appropriate valid driver's license? Yes No

DL# _____ Type _____ State of Issue _____

Are you proficient in operating a vehicle with a manual transmission? Yes No

Have you had any moving violations? Yes No

If "Yes" please describe (use the back side if additional space is needed)

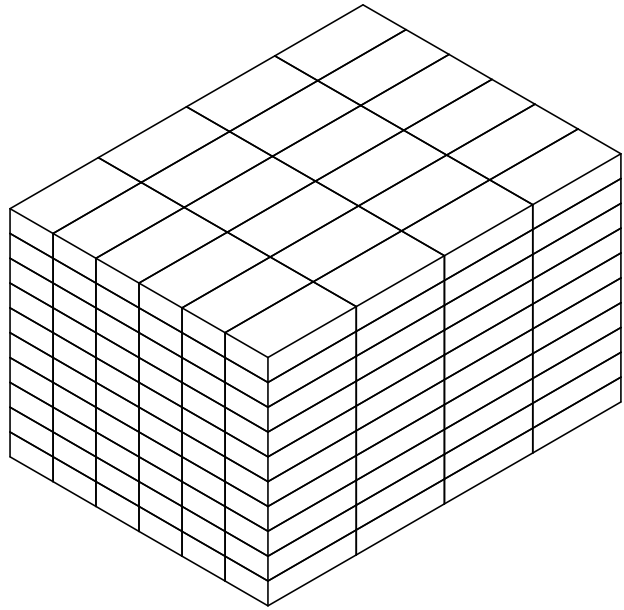
Styrene Products Measuring and Yield Test

1. On this tape, please pick out the following dimensions and mark the matching letter on the tape:

- A) $2 \frac{1}{2}$
- B) $3 \frac{7}{16}$
- C) $4 \frac{13}{16}$
- D) $7 \frac{3}{32}$
- E) $4 \frac{19}{32}$

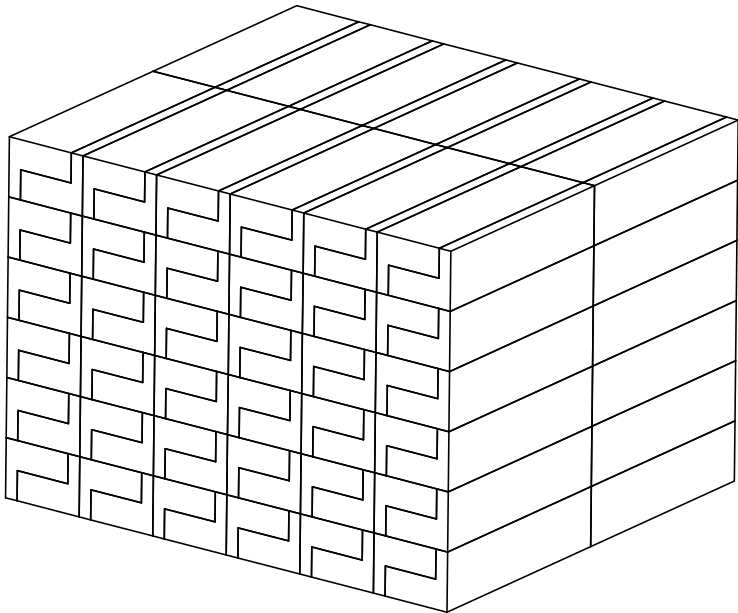
- F) $7 \frac{11}{16}$
- G) $1 \frac{5}{16}$
- H) $6 \frac{5}{8}$
- I) $5 \frac{3}{8}$
- J) $8 \frac{1}{8}$





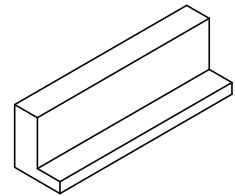
How many pieces per bundle? _____

Show your work.



How many pieces per bundle? _____

Show your work.



= 1 piece.