



APPLICATION FOR EMPLOYMENT

DEE, Inc is an equal employment opportunity employer and will not discriminate against any applicant or employee on any grounds protected under federal, state, or local law, including race, color, creed, religion, age, gender, national origin, ancestry, marital status, handicap, disability related to pregnancy or childbirth, affectional or sexual preference, membership or activity in any local commission, or status regarding public assistance, membership or non-membership in any labor organization, or any other characteristic protected under federal, state or local law. None of the questions in this application are intended to elicit information regarding any protected characteristics, nor imply any limitation, preference, or discrimination based protected characteristics.

If DEE, Inc. hires you, you will be employed on an at-will basis. As an at-will employee, you may terminate your employment at any time and for any reason. Similarly, if you are hired, DEE, Inc. will have the right to terminate your employment at any time and for any reason.

NAME

POSITION APPLYING FOR

DATE

Answer ALL Questions Completely – Please Print – Be Sure to Complete All Applicable Pages!

NAME _____ SOCIAL SECURITY #: XXX-XX- _____
LAST FIRST MI LAST 4 #'s

PRESENT ADDRESS: _____
STREET OR PO BOX CITY STATE ZIP

PERMANENT ADDRESS: _____
STREET OR PO BOX CITY STATE ZIP

HOME/CELL PHONE NO: _____ OTHER PHONE YOU CAN BE REACHED AT: _____

POSITION APPLYING FOR: _____ DATE AVAILABLE _____

SALARY EXPECTED: _____ HOURS AVAILABLE _____

SHIFT DESIRED: DAY SHIFT SWING SHIFT GRAVEYARD SHIFT ANY SHIFT FULLTIME PART-TIME

Have you applied at DEE, Inc. before? Yes No If yes, when? _____

Have you ever worked for DEE, Inc. before? Yes No If yes, when? _____

Reason for leaving DEE, Inc., if applicable? _____

Education	Name and Location of School	No. of Years	Did you Graduate?	Major
High School				
College				
Trade				

Have you served in the Military? _____ If yes, which Branch? _____ Rank _____

Briefly describe your military duties if any may be related to position applied for: _____

Present Membership in National Guard or Reserves? _____

DEE, Inc. is a Drug and Alcohol free workplace. Applicants for employment are required to submit for a pre-employment drug test. Are you prepared to do so? Yes No

Applicants for employment are required to submit for post-offer medical examinations to determine if they are able to perform the essential functions of the position. Are you prepared to do so? Yes No

To be considered for an interview, you must have a current (non-expired) picture ID and a Social Security Card, Birth Certificate, passport, tribal document, permanent residence card, etc. **THIS MUST BE PRESENTED UPON INTERVIEW**, as we participate in the E-Verify program through the Department of Homeland Security. Are you able to present these documents upon interview? Yes No

Are you available for overtime work in the evening and on weekends as may be required? Yes No

If no, please explain: _____

DEE, Inc. has policies on harassment, discrimination and violence, equal employment opportunity, policies which require employees to perform all assigned work and mandatory overtime, policies requiring wage or salary deduction authorizations by employees for employer property, debts or monies not returned or repaid, an at-will employment policy, solicitation and distribution policies and policies requiring employees to observe all standards of conduct, policies and work rules of DEE, Inc.

Do you agree, if hired, to comply with these and all other current or subsequently adopted DEE, Inc. policies? Yes No

Please list all employers during last ten years, with present or last employer first. If more space is needed, attach an additional page.

EMPLOYER NAME, ADDRESS & TELEPHONE	POSITION & FINAL PAY RATE	SUPERVISOR'S NAME & TITLE	DATES OF EMPLOYMENT
<u>Company:</u> <u>Address:</u> <u>Telephone:</u>	<u>Position:</u> <u>Duties:</u> Circle: Part-time/Full-time <u>Wage:</u>	<u>Name:</u> <u>Title:</u>	From: To: Reason for leaving: Can we contact? <input type="radio"/> Yes <input type="radio"/> No
<u>Company:</u> <u>Address:</u> <u>Telephone:</u>	<u>Position:</u> <u>Duties:</u> Circle: Part-time/Full-time <u>Wage:</u>	<u>Name:</u> <u>Title:</u>	From: To: Reason for leaving: Can we contact? <input type="radio"/> Yes <input type="radio"/> No
<u>Company:</u> <u>Address:</u> <u>Telephone:</u>	<u>Position:</u> <u>Duties:</u> Circle: Part-time/Full-time <u>Wage:</u>	<u>Name:</u> <u>Title:</u>	From: To: Reason for leaving: Can we contact? <input type="radio"/> Yes <input type="radio"/> No

REFERENCES: Give the names of three people **not related** to you, whom you have known at least one year.

INDIVIDUAL'S NAME	PHONE	COMPLETE ADDRESS	OCCUPATION	YEARS ACQUAINTED

ACKNOWLEDGEMENT: PLEASE READ AND SIGN
(If you agree)

By my signature below, I certify that the information provided in this employment application (and in any related documentation or interview) is true and complete, and I agree and understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date.

I authorize any person, school, current or prior employer named in this form (or related documentation or interview) to provide DEE, Inc. with any information and opinion requested by DEE, Inc. in connection with my application, and I release such persons, employers and schools from any liability in making such statements.

I UNDERSTAND THAT THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT, IF HIRED, I AM OBLIGED TO COMPLY WITH ANY AND ALL CURRENT AND SUBSEQUENTLY ADOPTED DEE, INC. POLICIES, AND THAT DEE, INC. DOES NOT OFFER CONTRACTS, PROMISES OR REPRESENTATIONS RELATED TO EMPLOYMENT. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF WAGES OR SALARY, BE TERMINATED AT ANY TIME AND FOR ANY REASON.

I also understand because DEE, Inc. is a manufacturing business and that I must be 18 years of age to be employed.

All employment offers are made contingent upon satisfactory proof of legal authorization to work in the United States according to law. I understand that failure to provide satisfactory proof of identity and authorization to work in the United States will disqualify me from employment.

Applicants signature _____ Date _____



DEE, Inc. is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite you to complete the information below. Providing any information on this form is voluntary. No actions will be taken for failure to complete this form. This will not be a factor in determining employment, conditions of employment or continuing employment. This is not considered part of your application and will be kept confidential and separate from your application.

Thank you for taking the time to complete this form.

Applicant Information

Date: _____

Name: _____ SSN: XXX-XX _____

Referral Source

Walk In

Advertisement Source

Employment Referral

Private Employment Agency

Relative

School

Other

EEO-1 Reporting

RACE/ETHNIC IDENTITY

White

Hispanic/Latino

Black/African American

American Indian/Alaskan Native

Asian

Native Hawaii/Pacific Islander

Two or More Races

GENDER

Male

Female

Vets- Reporting

Disabled Veteran

Other Protected Veteran

Vietnam Era Vet

Armed Forces Service Medal Veteran

Campaign Veteran