



UNITED POLY SYSTEMS
Application for Employment

Equal Opportunity Employer - It is the policy of this company to provide equal opportunity employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, pregnancy, medical condition, sexual orientation, veteran status, or any other status protected under state and federal law.

Position Desired	
Availability (circle all that apply)	<input type="checkbox"/> Part time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> All Shifts <input type="checkbox"/> Temporary
Rate of Pay Expected	
Location applying for:	Springfield, MO Albuquerque, NM

Please Print

APPLICANT INFORMATION					
Last Name		First Name		M.I.	
List any name(s) you have ever gone by other than the one listed:					
Present Street Address			Apartment/Unit #		
City			State	Zip Code	
How long have you lived at this address? (Months/Years)					
Telephone Number			E-mail Address		
Previous Street Address			Apartment/Unit #		
City			State	Zip Code	
How long have you lived at this address? (Months/Years)					
Telephone Number			E-mail Address		

Note: Please list all addresses for previous 7 years. Use back of application if additional space is needed.

Have you or a family member ever worked for United Poly Systems in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please provide name, dates, position, and reason for leaving:		
How did you become aware of the position opening?					
On what date would you be available for work?			<input type="checkbox"/> Part time <input type="checkbox"/> Full Time <input type="checkbox"/>	<input type="checkbox"/> All Shifts <input type="checkbox"/> Temporary	
Are you legally permitted to work in the United States? <i>Note: Proof of eligibility will be required within three working days of employment.</i>			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If hired, can you furnish proof that you are over 18 years of age?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you capable of performing the essential functions required for the position for which you are applying with or without accommodation?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever pled guilty or "no contest" to, or been convicted of, a misdemeanor or felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please give the date(s) and details:		

Note: Answering "Yes" to the question above does not constitute an automatic bar from employment. Factors such as age, time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs.

EDUCATION					
Please list the school name that you attended or present GED certificate:	Years Completed (circle)	Did You Graduate?	GED/Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience and Skills
High School:	9 10 11 12 GED	Y / N			
College/University:	1 2 3 4	Y / N			
Graduate/Professional:	1 2 3 4	Y / N			
Trade/Correspondence:		Y / N			
Other:					

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Present or Last Employer

Company Name				Position Title	
Address:				Duties	
City	State	Zip	Employment Dates	From: (Month/Year)	To: (Month/Year)
Telephone	Supervisor Name		Rate of Pay	Start:	End:
May we contact this employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Previous Employer

Company Name				Position Title	
Address:				Duties	
City	State	Zip	Employment Dates	From: (Month/Year)	To: (Month/Year)
Telephone	Supervisor Name		Rate of Pay	Start:	End:
May we contact this employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Previous Employer

Company Name				Position Title	
Address:				Duties	
City	State	Zip	Employment Dates	From: (Month/Year)	To: (Month/Year)
Telephone	Supervisor Name		Rate of Pay	Start:	End:
May we contact this employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Previous Employer

Company Name				Position Title	
Address:				Duties	
City	State	Zip	Employment Dates	From: (Month/Year)	To: (Month/Year)
Telephone	Supervisor Name		Rate of Pay	Start:	End:
May we contact this employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

ADDITIONAL EMPLOYMENT INFORMATION

Have you been terminated or asked to resign from any job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please provide circumstances:
Explain fully any gaps in your employment history			
Provide details regarding any actual experience, special training and qualifications you possess which you feel are relevant to the position for which you are applying			

REFERENCES

Please list persons whom know you well - not previous employers or relatives

Name	Occupation	Telephone	# Years Known
Name	Occupation	Telephone	# Years Known
Name	Occupation	Telephone	# Years Known
Name	Occupation	Telephone	# Years Known

APPLICANT'S STATEMENT & AGREEMENT

In the event of my employment to a position with United Poly Systems, I will comply with all rules and regulations of United Poly Systems. I understand that United Poly Systems reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I understand that should I decline to sign this consent or decline to take the above test, my application for employment may be rejected or my employment may be terminated.

I understand that United Poly Systems may investigate my criminal record and that an investigative consumer report may be prepared. I understand that I have the right to make a written inquiry within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I understand that if United Poly offers me job, my employment is contingent upon the completion of a background check and passing a drug test. I further understand that United Poly Systems may contact my previous employers, if I have indicated permission within this application, and I authorize the employers to disclose to United Poly Systems all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to United Poly Systems, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide United Poly Systems with any pertinent information they may have regarding myself.

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by either United Poly Systems or me at any time and for any reason whatsoever, with or without good cause.

This is the entire agreement between United Poly Systems and the Employee and this agreement supersedes any and all prior agreements. It is further agreed and understood that any agreement contrary to the foregoing must be entered into, in writing, by myself and the Human Resource Manager of United Poly Systems. No supervisor or representative of United Poly Systems, other than its Human Resource Manager, has any authority to enter into any agreement contrary to the foregoing. Oral representations made before or after you are hired do not alter this Agreement.

If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed and the remainder of this Agreement shall be enforceable. If you have any questions regarding this statement, please ask a company representative before signing. I hereby acknowledge that I have read the above statements and understand the same. My signature below attests that I have read, understood and agree to be legally bound to all of the above terms.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT

Signature of Applicant

Date