



APPLICATION FOR EMPLOYMENT

NCI is an Equal Opportunity Employer, an "AT-Will" Employer, and a Drug-Free Workplace.

The following information is being requested in order to ensure that North Central Insulation is making the best hiring decisions possible. The employment application must be completed in its entirety, and as truthfully as possible, in order to be considered for employment.

NCI, in accordance with state and federal laws, does not discriminate any employee or applicant for employment on the basis of age, race, sex, religion, national origin, sexual orientation, disability, handicap, citizenship status, ancestry or any other legally protected category.

Thank you for taking the time to complete this application, and for your interest in NCI.

Location which applying (circle one): Bellville Newark Wooster PA Columbus

Name: _____ **Date:** _____
(First) (Middle) (Last)

Address: _____
(Street Address) (City) (State) (Zip)

Home Phone #: _____ **Cell Phone #:** _____

Alternate Contact Method (i.e. e-mail or another #): _____

Social Security #: _____ - _____ - _____ **Gender** (please circle): Male Female

Are you under 18 years of age: Yes _____ No _____

If you are under 18 years of age, do you have a work permit? Yes _____ No _____

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

If you are authorized to legally work in the U.S., can you provide verification of your legal right to work in the U.S. if offered a position with NCI? Yes _____ No _____

Pre-Employment Drug Test, MVR Check, and Criminal Background Check

North Central Insulation does pre-employment or 60-day post-employment drug tests. The company reserves the right to do both tests. If any of these test results show anything other than a "negative" result, your employment opportunity, or your employment with the company will end. If the individuals at the collection point advises that you have altered the sample, or their method of collecting the sample, your opportunity for employment, or your employment with the company will end. We have put these points in writing so that you are aware of this practice during the application process.

Are you willing to undergo a pre-employment drug test? Yes _____ No _____

North Central Insulation's insurance carrier declares applicants with more than two moving violations on their driver's licenses in the past 3 years to be "uninsurable" or "high risk". In addition they declare an applicant with alcohol and/or drug related vehicular charges, failure-to-control charges, hit/run, or eluding charges within the last 5 years to be uninsurable. If are aware that your driving record does not satisfy these requirements, we appreciate your time, but we are not able to consider you for employment at this time.

Are you willing to submit to a motor vehicle record check? Yes _____ No _____

Do you currently have any criminal charges pending against you for which you have not been arrested? Yes _____ No _____

If yes, describe the details of the charge(s), the date(s) of the offense(s) (month and year), your age at the time of the offense(s), and the current status of the charge(s).

Have you ever been convicted of, received a sentence for, pled nolo contendere (no contest) to, or been placed on probation or fined by any judicial or quasi-judicial body for a crime, other than a minor traffic violation? Arrest records and juvenile, sealed or expunged records should not be disclosed. Any other criminal record not disclosed by you may be considered falsification of this application, which may result in revocation of your employment offer or termination of your employment. Also, in accordance with any state or federal regulations, you may be required to provide copies of any criminal records. **ANSWERING "YES" TO THIS QUESTION IS NOT AN AUTOMATIC BAR TO EMPLOYMENT.**

Yes _____ No _____

If yes, describe the details of the conviction, the sentence for the conviction, the date of the offense (month and year), your age at the time of the offense, and your rehabilitation since the conviction:

Are you willing to submit to a criminal background check? Yes _____ No _____

Tell Us About Yourself

What position are you applying for: _____

How did you hear about us / of our current opening? _____

Have you completed an application with NCI within the last year? Yes _____ No _____

If yes, approximately when did you apply (mo/year)? _____ / _____

Have you ever worked for NCI before: Yes _____ No _____

If yes, approximately when did your employment end (mo/year)? _____ / _____

Are there any days or hours you are unable to work? Yes _____ No _____

If yes, please indicated the days and/or hours you are unable to work: _____

Are you willing to work overtime? Yes _____ No _____

Are you willing to travel? Yes _____ No _____

If yes, please indicate how many days per month you are willing to travel: _____

If you were to be hired, when would you be able to start? _____

Approximately how long were you employed at your last job? _____

Approximately how many days were you not at work during your last job? _____

How would you rate your attendance, including punctuality (circle one)? Excellent Fair Poor

Have you ever been terminated from a job due to attendance? Yes _____ No _____

If yes, please indicate the reason for your absenteeism: _____

What are the top three things you believe make a company a "good company"?

1. _____

2. _____

3. _____

Tell Us About Yourself (continued)

Driver's License Information

Do you have a valid driver's license? Yes _____ No _____

What is your driver's license number? _____

How many moving violations or tickets have you had in the past three years? _____

What were those tickets for (i.e. speed, following too close, running a red light, left of center, etc.)?

(Please list all tickets within the last three years)

Have you ever been found guilty of any offenses related to the use or misuse of alcohol and/or drugs, or failure to control? Yes _____ No _____

Education Information

Please complete the following table regarding your education (be sure to include what type of degree you received if applicable):

	Name of School	# Years Completed	Area(s) of Study	Diploma, Degree, or Certification Received?
High School				
College				
Trade School				
Other				

Work History

Have you ever been disciplined or terminated from a job due to an act of violence, harassment, discrimination, theft, or an ethical violation? Yes _____ No _____

If yes, please explain: _____

What is the longest period of time you worked for one company? _____

Please provide that company's name, address and phone number: _____

(Former Employer's Name)

(Former Employer's Street Address)

(City)

(State)

(Zip)

(Phone #)

Work History Continued

Please complete the table below regarding your four past employers, or your past ten years of work history.

Former Employer	Start Date	End Date	Immediate Supervisor's Name and Title
Employer Address	Job Duties/Responsibilities	Reason for Leaving	Were you Terminated? If yes, please explain:
Employer Phone #			Starting Wages
Your Job Title			Ending Wages

Former Employer	Start Date	End Date	Immediate Supervisor's Name and Title
Employer Address	Job Duties/Responsibilities	Reason for Leaving	Were you Terminated? If yes, please explain:
Employer Phone #			Starting Wages
Your Job Title			Ending Wages

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Your Job Title			Ending Wages

Agreement and Release

“The company” shall be known as North Central Insulation

I understand that false statements or omissions of information on this application or any other pre-employment documents that I have completed for the company may lead to a denial of employment. I also understand that if it is made known, or the company becomes aware of false statements or omissions of information on this application, after I am an employee of the company I can be terminated.

I am giving the company the right to examine my personal and educational histories, as well as (potentially) my financial, criminal, credit and motor vehicle records. I understand that this examination can be done with and through any investigative agencies or record-holding agencies that the company chooses to use including consumer reports.

I am allowing the company to administer a personality profile instrument or other pre-employment tests and agree that the company may verify my background.

I agree to submit to a medical evaluation, if it is required for the position. I also consent to the release of any or all medical information or records deemed necessary to support the fact that I can or can not do the work.

I release and discharge the company, its officers, owners, employees and agents from any liabilities that may come about because of the results of these investigations.

I authorize my past employers, doctors, references and any other persons to answer all questions asked by the company concerning my abilities, character, reputation and previous employment records.

I understand that the first 90 days of employment with the company is a new-hire probationary period, and that employment may be terminated at any time during this time period.

Our acceptance of this application does not mean that job openings currently exist, nor does it obligate us for employment in any way.

Signing below indicates that you are giving the company permission to do a pre-employment investigation and to make hiring decisions based on these findings, according to the law and to the contents found in the “Agreement and Release” paragraphs.

Signature: _____

Date: _____

Thank you for your time and interest in North Central Insulation. Have a great day!