

Rev: B (12/2018)



Aisin Chemical Indiana, LLC.

\*An Equal Opportunity Employer\*

## Application for Employment

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone # \_\_\_\_\_ Other phone # \_\_\_\_\_ Email \_\_\_\_\_

Referred by \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Salary desired \_\_\_\_\_

Do you have permanent work authorization (as a U.S. citizen, a permanent resident alien, refugee or asylee, or as a temporary resident alien under the Immigration Reform & Control Act)? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work daily overtime if required? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work weekends if required? Yes \_\_\_\_\_ No \_\_\_\_\_

In order to permit a check of your work and education records, are there any other names that you have previously used? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, identify names and relevant dates. \_\_\_\_\_

Please list all previous places of residence (if different than current residence) for the past three years.  
(Use separate sheet if more than three).

1	_____	How long?	_____
2	_____	How long?	_____
3	_____	How long?	_____

Have you applied to or worked for this or any other AISIN company before? \_\_\_\_\_ If so, when and which company? \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? \_\_\_\_\_ If yes, please explain? \_\_\_\_\_

\* AISIN Chemical Indiana, LLC is an equal opportunity employer and does not discriminate against applicants or employees in any phase of employment on the basis of age, race, color, gender, religion, national origin, ancestry, physical or mental disability, or any other classification protected by local, state, or federal law. Equal access to employment, services, and programs is available to all qualified persons. Applicants requiring reasonable accommodations for the application and/or interview process should notify a Company representative.

## EDUCATIONAL BACKGROUND

List previous three (3) educational institutions attended, beginning with the most recent.

School	City, State	Graduated?	Degree/diploma earned

## MILITARY BACKGROUND

Military Service: \_\_\_\_\_ Rank: \_\_\_\_\_ Present Membership in National Guard or Reserves: \_\_\_\_\_

## EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer.

1	Employer	Telephone	Dates employed		Summarize the type of work performed and job responsibilities	Starting Wage
	Address		From	To		
	Job Title					Ending Wage
	Immediate Supervisor and Title					
	Reason for Leaving					
	May we contact for a reference?					
2	Employer	Telephone	Dates employed		Summarize the type of work performed and job responsibilities	Starting Wage
	Address		From	To		
	Job Title					Ending Wage
	Immediate Supervisor and Title					
	Reason for Leaving					
	May we contact for a reference?					
3	Employer	Telephone	Dates employed		Summarize the type of work performed and job responsibilities	Starting Wage
	Address		From	To		
	Job Title					Ending Wage
	Immediate Supervisor and Title					
	Reason for Leaving					
	May we contact for a reference?					
4	Employer	Telephone	Dates employed		Summarize the type of work performed and job responsibilities	Starting Wage
	Address		From	To		
	Job Title					Ending Wage
	Immediate Supervisor and Title					
	Reason for Leaving					
	May we contact for a reference?					

Have you ever plead guilty or no contest to, or been convicted of any crime in any state? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide date, place, and nature of conviction. A conviction does not constitute an automatic bar to employment - the type of conviction and when it occurred will be considered. \_\_\_\_\_

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Have you ever been involved in a "diversion" program in connection with any criminal matter, whether convicted or not?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please provide details. \_\_\_\_\_

Our company has a policy of assuring that the work environment is free from harassment and discrimination. Have you ever been accused of sexual or other harassment or employment discrimination? \_\_\_\_\_ Yes \_\_\_\_\_ No

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, please explain. \_\_\_\_\_

## REFERENCES

List the name, relationship, number of years acquainted, and phone number of three references.  
(No relatives please).

	Name	Relationship	Years Acquainted	Phone Number
1				
2				
3				

## CERTIFICATION

I expressly authorize, without reservation, the Company, its representatives, employees or agents to contact and obtain information, and I agree to cooperate in obtaining such information, from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, and interview. I specifically authorize the Company to obtain a criminal history regarding me for pre-employment purposes, and if employed, at any time during employment for legitimate business purposes. I hereby waive any and all rights and claims I may have against the Company, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishings such information about me. In addition, I authorize any party having information bearing upon my qualifications for employment to release such information to the Company. I release from any and all liability all individuals and organizations who provide information to the Company concerning my employment, competence, ethics, character and other qualifications, including privileged or confidential information.

I agree to submit to any lawful drug, alcohol, or other testing that may be required as a condition of employment or continued employment and understand that refusal to promptly submit and cooperate with such testing prior to or during the course of my employment will result in disqualification from consideration for employment or, if hired, termination.

I fully understand that if employed, any misrepresentation or omission on the Application or any other Company record will result in dismissal, regardless of the date of discovery. I acknowledge that employment is also subject to a satisfactory review of my references.

Neither this Application nor any statement made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by the President of the Company. Absent such a contract, I understand that, if hired, any employment will be terminable-at-will, with or without reason, cause or notice, that I am not being employed for any specified or definite period of time, and that this application is not intended to be a contract, offer, statement, or confirmation of or for continued employment. I understand that any employee handbook or manual does not represent an employment contract if I am hired. The Company may alter, modify, amend, or terminate any of its policies and benefits, both as to active and retired employees.

*Note: This application is valid for 90 days. If you wish to be considered for employment after this 90-day period, a new application must be completed.*

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_





Aisin Chemical Indiana, LLC.

**Authorization for Background Screening**

I hereby authorize the release of employment data relevant to my employment with the company for the purpose of a bona fide credit and employment investigation. I authorize a thorough investigation of my past employment, activities, and background and agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. This investigation may also include a determination regarding whether I have a criminal record.

I understand that the information requested concerning my date of birth and social security number will be used solely for purposes of conducting the background investigation described above and will not be factors in any employment decision.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

