

EMPLOYMENT APPLICATION

**Shannan Pallet Company, LLC**  
**Shawn Shannan Manufacturing Company, LLC**

25980 Main Street Granger, Missouri 63442 (660)945-3811 Fax 945-3009

Date \_\_\_\_\_ 20\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Age \_\_\_\_\_ DOB \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Last Two Employers:

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed \_\_\_\_ - \_\_\_\_ - \_\_\_\_ to \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Supervisor \_\_\_\_\_ Reason No Longer Employed \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed \_\_\_\_ - \_\_\_\_ - \_\_\_\_ to \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Supervisor \_\_\_\_\_ Reason No Longer Employed \_\_\_\_\_

Do You Have?

(Must have one picture ID and SS card or Birth Cert.)

Driver's License or picture ID Y\_\_ N\_\_

SS Card or Birth Cert. Y\_\_ N\_\_

Other ID? \_\_\_\_\_

Are you currently enrolled in school? Y\_\_ N\_\_

Do you have a high school diploma or GED? Y\_\_ N\_\_

If not, what was highest grade completed? \_\_\_\_\_

Do you have any college or technical school education? Y\_\_ N\_\_

If so what degree or certificate do you have? \_\_\_\_\_

Note. If you check no on any of the boxes above, please speak to Linda or Shawn before you leave.

Comments

(Please list any reason you know of that you would need to miss work if hired, i.e., court, probation meetings, Dr. appts, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Emergency contact name \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_

I UNDERSTAND THAT THESE COMPANIES ARE A DRUG & ALCOHOL-FREE WORKPLACE AND I MAY BE SUBJECT TO PRE-EMPLOYMENT, POST ACCIDENT, RANDOM, AND SUSPICION-OF-USE DRUG AND/OR ALCOHOL TESTS. I AUTHORIZE THE SHANNAN COMPANIES TO OBTAIN BACKGROUND INFORMATION AND EMPLOYMENT INFORMATION FROM FORMER EMPLOYERS.

X \_\_\_\_\_ DATE \_\_\_\_\_ 20\_\_

We are an equal opportunity employer, and we do not and will not discriminate based on race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

**SHANNAN PALLET CO, LLC**  
**SHAWN SHANNAN MFG. CO, LLC**  
29580 MAIN STREET GRANGER, MO 63442

## **MODIFIED-DUTY POLICY**

SHANNAN COMPANIES' workers' compensation program has several distinct goals

1. To provide employees with prompt, high-quality care for their work-related injuries.
2. To compensate workers during the time they are disabled and unable to work.
3. To return injured employees to full duty in the work force as soon as possible.

To help us achieve these goals, we have instituted a modified-duty policy. Modified duty is temporary (usually no longer than 45 days). It is a process that provides wages for an injured employee during recovery.

### **Procedure:**

If you are injured on the job, the following procedures will be used:

1. See your supervisor. If necessary, you will be sent to our medical provider for treatment.
2. The Accident Reporting and Treatment (ART) Form will be filled out; by signing the form promptly, you will ensure that there are no delays in payment of indemnity wages, if needed.
3. The medical provider will identify any injury-related restrictions: for example, limits on the amount you can lift or pull, limits on motion, etc.
4. If work is available within the restrictions specified by the doctor, you will be offered *an* appropriate modified-duty position. Your physical restrictions will be reviewed weekly (or as required) to ensure progress toward return to full duty.

**I have received, read, and agree to the document entitled "Employment Policies" that outlines our pay, work schedule, attendance, discipline, and other policies**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **20** \_\_\_\_\_

**(This page to be signed after interview.)**