



APPLICATION FOR EMPLOYMENT

Date: _____

Name: _____ SSN#

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Mailing Address: _____
Street City State Zip

Home Phone: (_____) Cell Phone: (_____)

What time is best to call you? _____ : _____ A.M. / P.M. Position you are applying for _____

Are you legally eligible for employment in this country? Yes No
 (Proof of U.S. Citizenship or immigration status will be required upon employment)

Have you ever been convicted of a felony? Yes No
 (Such conviction may be relevant if job-related, but does not bar you from employment.)

If yes, please explain: _____

Person to notify in case of emergency: _____
Name Home telephone Number Cell Phone Number

Address: _____
Street City State Zip

Have you ever submitted an application here before? Yes No

If Yes, when? _____

Have you worked for us before? Yes No

If Yes, when? _____

Please give the name, address and contact information for your last two employers.

Employer 1

Business Name Contact Name (_____) Phone Number Job Title Hourly rate or salary

Last day worked Reason for separation May we contact?

Employer 2

Business Name Contact Name (_____) Phone Number Job Title Hourly rate or salary

Last day worked Reason for separation May we contact?

Additional References

(_____)
 Name Phone Number Address Relationship

(_____)
 Name Phone Number Address Relationship

EDUCATIONAL BACKGROUND

SCHOOL	YEARS COMPLETED	DEGREE/DIPLOMA

Do you have training or experience with ISO Quality Systems? _____

Please list any other job-related skills, licenses or certificates that you feel would be of value to the position you are applying for: _____

PALLET ASSEMBLY / WOOD FABRICATION

PRIMARY JOB DESCRIPTION: Assembly of new or used wood pallets using hand-held air guns or automated nailing equipment. Fabrication of wood materials; cutting to length, notching and chamfering of different lumber components.

TYPICAL DUTIES: Measuring, processing, and packaging finished lumber components. Setting up pallet assembly jigs for both automated and manual nailing equipment. Measuring, inspecting, and stacking completed pallets and crates. At times, the job duties may include operation of a forklift with proper training and certification.

REQUIREMENTS: Workers should be able to: rate information using standards that can be measured, operate and accurately read a tape measure, perform quick, accurate and careful work, make quick and accurate calculations, read and understand pallet prints and specifications, accurately count material and judge the quality of material, complete paperwork and calculations for the internal costing system, and learn and understand the coding system for all operations performed.

PHYSICALLY: In a fast paced work environment, workers must be able to: stoop, kneel, crouch, lift, turn to stack on floor or racks, use hands, arms, and shoulders to reach for, handle, lift and manipulate objects, see well (either naturally or with correction), lift, stack and carry objects weighing 50 pounds or up to 100 pounds at times (team lifting), for up to ten hours per day.

The above description covers the primary duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day.

CONDITIONS OF EMPLOYMENT

As a condition of employment, I agree as follows:

1. I will observe and comply with all SMICO's safety policies.
2. If I am unable to report for work for any reason, I will notify the SMICO office and/or my supervisor at a minimum of 30 minutes prior to the start of my shift.
3. I recognize the voluntary nature of the employment relationship. I also understand and agree that certain types of conduct may result in discipline or discharge from employment, based upon my employer's sole discretion. Examples of such behavior include, but are not limited to:
 - a. Willful disregard of my employer's interest, including any false statement on this application
 - b. Insubordination/failure to obey orders
 - c. Dishonest, fighting on the jobsite, or other improper conduct
 - d. Reporting to work under the influence of alcohol or illegal drugs or the use of same while on the SMI Co. jobsite. (This includes any traveling in an SMI Co. vehicle)
 - e. Defective and improper work
 - f. Destruction of company property
 - g. Violation of safety rules
 - h. Any unreported absences (See #2)
 - i. Tardiness
4. If I am injured while working for SMICO, I will notify my manager/supervisor immediately.
5. I fully understand and agree that upon payment of such wages or salary as may have been earned, you may terminate my employment without assuming any further liability.

Yes No Have you been given a job description or have the requirements of the job been explained to you?

Yes No Do you understand these requirements?

Yes No Can you perform the requirements of this job with or without reasonable accommodation?

To the extent you believe you will need accommodation to perform the requirements of the job that you are applying for, please list the specific accommodations necessary to perform those job functions. _____

CERTIFICATION AND RELEASE:

I hereby certify that I have read and understand all aspects of this application, including the job description and requirements. I further certify that the answers I have given to the questions and any statements I have made on the application are complete and true to the best of my knowledge and belief. I understand that any false information, commissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment.

I authorize the company and/or its agents including consumer-reporting bureaus, to verify any information including, but limited to criminal history and motor vehicle driving records. I authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release from any liability for any damage whatsoever for issuing this information.

I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during my employment.

In consideration of employment by SMICO, I agree to all conditions of employment listed above and that I am capable of performing the job listed on the above job description.

I understand that my employment relationship is voluntary in nature and that unless I have an executed written contract of employment signed on behalf of SMI Co., by its president, I have at all times the right to terminate the employment relationship, as does my employer, with or without cause.

Signature of Applicant _____

Date _____

SMI Co. is an Equal Opportunity Employer

This area is to be completed by SMI Co. Manager or Supervisor

Date Hired: _____ Start Date: _____ Rate of Pay: _____ Occupation: _____

Approved by: _____ Management Signature: _____

Remarks: _____